

INTRODUCTION TO DISBURSING



TRANSACTIONS 1. BALANCE FORWARD 2. U.S. DOLLARS 3. PORSISSON CHRESTY 4. MILITARY PAYMENT CERTIFICATES 6. DOLLETONS 6. DOLLETONS 6. DEPOSITS	TIONS AFFECTING A SICREASE (Beating b) Agent)	Johns SMTH PPC, US Army Coshier 987-65-4321 Jrd Financial Manag POB Funancial Manag APO AE 09314 DSSN 8850 GENT OFFICER'S ACC 8500erond 84-xxxct for dynamic Manage for dynamic Manage M	ement Detachment nistan	SICHIO BILANCE (A. Agen Y. Annex)
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8. PAID VOUCHERS				
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12. TOTAL FUNDS IN HANDS OF AGENT OFFICER				
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1. DISBURSING	OFFICER DESI	GNATION		2. RATES OF to one U.S.	EXCHANGE (No Dollar)	mber of Foreign (Surrency Units	5. NAME OF	F CASHIER OR D	4. DSSN EPUTY
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3. RECEIVING OFFICE				
 ACTIVITY (Name and Location) (Include ZIP Code 	1			
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4. DISEURSING OFFICE				
 ACTIVITY (Name and Location) (Include ZIP Code 	,			
b. DISBURSING OFFICER (Printed Name, 776e and S				d. DISBURSING STATION
o. Dissonanta Corneal Primes Name, 7/09 and 5	MANUAL PROPERTY.			SYMBOL NUMBER
c. TELEPHONE NUMBER (Include Area Code):				e. DATE (YYYYMMDD)
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6. DATE 7. NAME OF REMITTER RECEIVED DESCRIPTION OF REMITTANCE	COLLECTION	S POR WHICH	9. AMOUNT	10. ACCOUNTING CLASSIFICATION
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DD FORM 1131, DEC 2003			Res	et Agos Hossion Ed

United States Army Financial Management Command (USAFMCOM)

Operational Support Team Indated June 2015



AGENDA



- **Introduction and References**
- **♯** Disbursing Chain of Command and Personnel Roles/Responsibilities
- **Pecuniary Liability and Cash Handling**
- **Advance DD 1081**
- **♯** Cashier and Disbursing Agent transactions
 - Disbursements
 - Local Payments
 - Contract Payments and Legal Claims



AGENDA



- Collections
 - Savings Deposit Program
 - Miscellaneous Collections
- Exchange Transactions
 - Stored Value Card (SVC)
 - Negotiable Instruments
- **Balancing Out and Return DD 1081**
- **♯ Daily Agent Accountability Summary (DD 2665)**



ACTION, CONDITIONS, STANDARD



- **Action:** Perform disbursing operations
- **Conditions:** Given a requirement to perform disbursing operations in a contingency environment, IAW DoDFMR 7000.14-R, Volume 5
- **▼** Standard: Students should be able to perform the following without error:
 - Identify duty positions within disbursing
 - Be able to explain pecuniary liability
 - Identify Statement of Agent Officer's Account (DD 1081)
 - Identify DD 1351-6, DD 2664, DD 1131, and SF 1034
 - Identify Daily Agent Accountability Summary (DD 2665)



REFERENCES



- **♯ DoDFMR 7000.14-R, Vol 5 Disbursing Policy**
 - http://comptroller.defense.gov/FMR/fmrvolumes.aspx
- **# DoD Forms**
 - http://www.dtic.mil/whs/directives/infomgt/forms
- **DA Forms**
 - http://www.apd.army.mil/ProductMaps/EForms/DAForms.aspx
- **SF Forms**
 - http://www.gsa.gov/portal/forms/type/SF
- **# Theater Policy**

<u>https://</u>

www.milsuite.mil/wiki/Theater_Financial_Management_Support



DISBURSING PERSONNEL



(1 of 2)

- **Disbursing Officer (DO)** is the person who holds overall responsibility for the account (DSSN) and is pecuniary liable for any losses associated with disbursing personnel. This individual is under formal appointment orders.
- The primary responsibility of the DO is to ensure security and account for public Deputy Disbursing Officer (DDO) Is an individual appointed by the DO to act for and in the name of that DO. Acts as the DO if the DO is unable to fulfill his/her duties for any reason. He/she is responsible for the daily affairs of the overall account. This individual is under formal appointment orders.



DISBURSING PERSONNEL



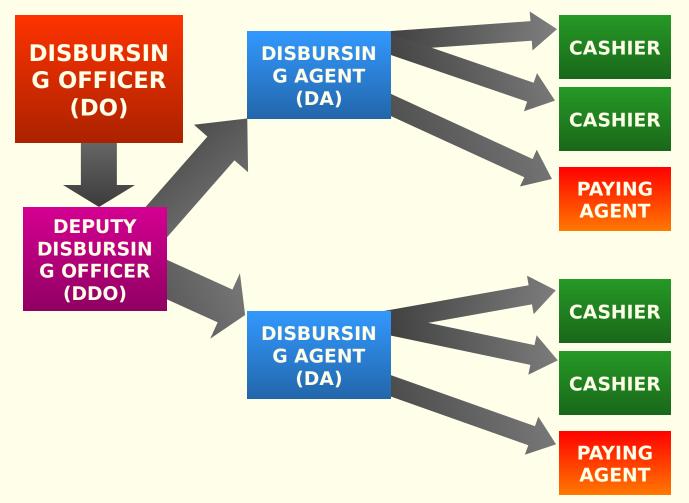
(2 of 2)

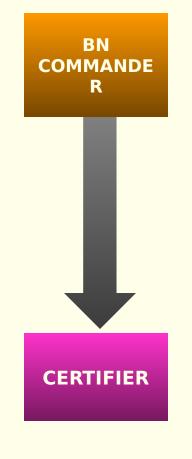
- **Disbursing Agent (DA)** is responsible for preparing disbursement and collection vouchers as an agent for the DO. This individual is under formal appointment
- **Easher** individual designated by the DO to perform disbursing, collection, and accounting responsibilities. Must be of unquestionable integrity. This individual is
- under formal appointment orders
 Paying Agent Individual hominated by his Unit
 Commander through orders to the DO in order to make payments for small purchases. This individual is under
- # ferrifier individual designated by the Battalion
 Commander to verify that disbursements and collections
 are proper and legal prior to processing by disbursing
 personnel. This individual is under formal appointment
 orders, and must complete Certifying Officers



DISBURSING CHAIN OF COMMAND









PECUNIARY LIABILITY



(1 of 3)

Personal financial liability for fiscal irregularities of accountable officials as an incentive to guard against errors and theft by others, as well as protect the government against errors and dishonesty by the officers themselves.



PECUNIARY LIABILITY



(2 of 3)

The agent is 100% responsible for the money that has been issued to him/her once the DD 1081 has been signed by both the agent and his/her

principal. # An Agent (DDO, DA, Cashier, Paying Agent) who has signed for cash, negotiable instruments, and paid vouchers has **pecuniary liability** for such items until their return to their principal (DDO, DA). If an agent feels that adequate security has not been provided by the command (such as a safe or cash box that only the agent has access to, appropriate physical security and/or guard) then the agent may refuse to disburse such funds and return the funds to the DO.



PECUNIARY LIABILITY



(3 of 3)

- In the event of **shortages** or **overages** of funds, the DO, DDO, or DA will review procedures to verify if the discrepancy was due to negligence on your part. Attention to detail, complying with the directives outlined in unit policies, and using effective security measures, while employing good common sense will minimize losses. It is imperative to take your time to do the job right.
- **Responsibility for the tonional security of the cash for the delegated to anyone, even the Disbursing Officer (DO) and/or his delegates (Disbursing Agent, Paying Agents, other cashiers, etc.).



CASH HANDLING PROCEDURES



(1 of 2)

Keep all coins and currency segregated by nomination Count funds a minimum of four times (1st to yourself from drawer, 2nd verification recount, 3rd count to the customer, 4th the customer counts the money back to you) before disbursing any funds. Have the customer verify the amount received before leaving. (If a customer leaves and returns stating there is a discrepancy, IMMEDIATELY cease shier operations and notify your supervisor.) Keep funds received from customers in plain sight, counting out loud so there can be no grounds for dispute in the case of a possible discrepancy.



CASH HANDLING PROCEDURES



(2 of 2)

- Ensure that your cash is guarded at all times. **NEVER** leave funds unguarded.
- M Handle cash with care and be alert at all times, do not become complacent.
- Count and bundle excess cash when business is slow using the correct banding tapes and coin wrappers.
- NEVER allow anyone to count or handle your funds except when duly authorized and in your presence. Keep your eyes on your money.



ADVANCING FUNDS TO AN AGENT



♯ All funds that are advanced to agents shall be documented by using a DD Form 1081 (Statement of Agent Officer's Account). The DD 1081 will be dated and signed by the person advancing the funds as well as the agent.

■ The agent will verify all money that is being advanced by actual cash count by denomination.

♯ The agent will secure all money in a safe, or locked money bag that is always in his/her possession, until the money is returned.







STATE	MENT OF AGENT	OFFICER'S ACCO	JNT			
DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATI	ON SYMBOL NO.	AGENT OFFICER'S NAME, (Include ZIP Code/APO member	GRADE, SSN, UNIT ADDRESS (and Telephone number)	(
MARK DELL		JOHN SMITH				
1LT, FC		PFC, US Anny			A 7	
Disbursing Agent 123-45-6789		Cashier 987-65-4321		•	Δd	miı
3rd Financial Management Detachment		3rd Financial Manage	ment Detachment		7 1 G	
FOB Finance, Afghanistan		FOB Finance, Afghar				
APO AE 09314		APO AE 09314				
DSSN 8850		DSSN 8850				
TRANSA	CTIONS AFFECTING A	GENT OFFICER'S ACC	OUNT		· ·	
TRANSACTIONS	INCREASE	BEGINNING BALANCE	DECREASE	ENDING BALANCE		
TRANSACTIONS #	(Received by Agent) b	(In Agent's Account)	(Turned in by Agent) d	(In Agent's Account)		
1. BALANCE FORWARD						
2. U.S. DOLLARS						
3. FOREIGN CURRENCY					Trar	
4. MILITARY PAYMENT CERTIFICATES		8			4 rar	ารล
S. COLLECTIONS S. DEPOSITS			1		1141	104
7. NEGOTIABLE INSTRUMENTS						A
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B. MILITARY PAYMENT ORDERS						1 10
C. OTHER (Specify)			J.			
8. PAID VOUCHERS						
9. INCORRECT VOUCHERS RETURNED						
10.						
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12 TOTAL FUNDS IN HANDS OF AGENT OFFICER	STATEM	ENTS				
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ON RETURN: I HAVE RECEIVED FUND		ON RETURN	THE ABOVE STATE	MENT OF ACCOUNT	D .	
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NAMED AGENT OFFICER.					1100	CLI.
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DATE SIGNATURE OF DISBURSING OFFICER		DATE SIGNA	TURE OF AGENT OFFICER			OII

Administrative Data

Transactions affecting
Accountability

Advance- Statement of Understanding

Return- Statement of Understanding



ADVANCE DD 1081



Admin Data - (1 of 3)

Only to be filled out by personnel on Disbursing Agent orders or above

Agent Officer's information (Cashier and above)

STATEMENT OF AGENT OFFICER'S ACCOUNT

DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NO.

MARK DELL

LLT, FC

Disbursing Agent

L23-45-6789

Brd Financial Management Detachment

OB Finance, Afghanistan

APO AE 09314

DSSN 8850

AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS

IOHN SMITH

PFC, US Army

Cashier

987-65-4321

Brd Financial Management Detachment

OB Finance, Afghanistan

APO AE 09314

DSSN 8850





ADVANCE DD 1081



Transactions - (2 of 3)

Important Notes

Always use dollar signs right in front of the numbers. This will avoid any future "misunderstanding".

Count currency thoroughly. You will, be expected to have the total in block 12C upon Return (left over currency

Trust, but documentation)
Veyaly are not comfortable with the values, do not sign the DD 1081 and recount the money.

Curren **Ending balance from day prior.** This can be "\$0.00" if no money CV is previously in agent's account. advanc es BEGINNING BALANCE ENDING BALANCE DECREASE TRANSACTIONS (received by Agent) (In Agents's Account) [Turned in by Agent] (la Agent's Account) \$140,000 \$0.0 BALANCE FORWARD 00 \$70,000.00 SALLION S.U.S. \$70,000.0 . FOREIGN CURRENCY (IRAQI DINARI S. COLLECTIONS DEPOSITS NEGOTIABLE INSTRUMENTS Close up DD 1081 to A. TREASURY CHECKS avoid "confusions" **B. MILITARY PAYMENT ORDERS** with Disbursing Agent C. OTHER (Specify) CHECKS INCORRECT YOUCHERS RETURNED l1. Cashier overage/shortage \$140,000. \$140,000 12. TOTAL FUNDS IN HANDS OF AGENT OFFICER.

Total advances/overall agent



ADVANCE DD 1081



Statements of Understanding - (3 of 3)

Once totals are verified, the principal initials, signs and dates

DISBURSING OFFICER

Once the totals are verified, the agent initials, signs and

dates

M DOM ADVANCE: I HAVE INTRUSTED FUNDS AND/OR OTHER ITEMS AS INDICATED IN THIS STATEMENT TO THE ABOVE NAMED AS MY AGENT OFFICER.

ON ADVANCE: I, AS AGENT OFFICER, HAVE RECEIVED SNDS AND/OR OTHER ITEMS AS INDICATED ABOVE. I ASSUMED PECUNIARY RESPONSIBILITY THEREFOR I WILL NOTIFY THE DISBURSING OFFICER IMMEDIATELY UPON DISCOVERY OF ANY LOSS OR SHORTAGE, AND I HAVE RECEIVED AND UNDERSTAND WRITTEN INSTRUCTIONS CONCERNING MY DUTIES AND RESPONSIBILITIES AS AN

AGENT OFFICER.

14 March****

DATE / SIGNATURE OF DIS

DATE / SIGNATURE OF AGEN

14 March****

ON RETURN: I HAVE RECEIVED FUNDS AND/OR OTHER

ITEMS AS INDICATED ON THIS STATEMENT FROM THE ABOVE

ON RETURN: THE ABOVE STATEMENT OF ACCOUNT IS

Once the DA and the cashier sign the DD 1081, it becomes an accountable document that needs safeguarding by both the principal and agent.

DATE / SIGNATURE OF DISBURSING OFFICER

DD FORM 1081, 1 MAY 75



CHECK ON LEARNING



Who is responsible for the appointment of the DDO, DA and cashiers?

The DO

What is the role of the Certifier in the disbursing To Verify that a disbursement or collection transaction is legal and proper prior to processing (certification).

(certification). Who is ultimately responsible for the safeguarding of individual funds and what is this called?

Whomever signed for the funds. It's called "pecuniary liability".





CHECK ON LEARNING



What form is used to advance or return funds? DD 1081 (Statement of Agent Officer's Account)

How many times should funds be counted prior to fishutings out of the drawer, to self, out loud to customer, and counted back from the customer

Who is required to sign the DD 1081 when funds are being advanced?

The principal (whomever issued the funds) and the agent

(whomever is signing for the funds)



THREE MAIN TYPES OF AGENT TRANSACTIONS



- **The three main types of transactions a disbursing office deals with are:**
 - DISBURSEMENTS Decrease accountability.
 - COLLECTIONS Increase accountability.
 - **EXCHANGE TRANSACTIONS** Receipt of one negotiable instrument in exchange for another or cash (does not affect overall accountability).



DISBURSEMENTS



- * A disbursement is a transaction that <u>decreases</u> cash accountability. Since cash accountability decreases, the agent must always provide documentary evidence that the cash was properly and lawfully disbursed. Examples of distress the DD 1351-6 with DD 117) Used infrequently, usually only for emergency
 - situations
 Legal Claims or Contract payments (SF 1034)
 - **Travel Advances/Settlements** (DD 1351) Used infrequently and mainly in Kuwait.





(1 of 11)

■ Local payment limits will be established by the Theater Financial Management Support Center (TFMSC). A policy letter will be published to establish procedures for all Financial Management elements within their command.

Local payments for each branch, component, and enlisted or officer (Army, Marines, Navy, Reserves, etc.) will be processed and recorded under their applicable DD 1351-6 and are "grouped" onto the appropriate DD 117 using the appropriate accounting classification. Cashiers are responsible for recording the individual transaction under the appropriate form designation. Failure to do so, might result in an uncollectable Local payment resulting in a Loss of Funds for which the





1351-6 - (2 of 11)

			MULTIPLE	E PAYMENT	S LIS	т		Page	of	Pages
AUTHORITY:	т	itle 5 USC	5516, 5517, 5520.			T STATEMENT 1-427; and E.O. 9397				
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	NG OFFICE									

Administrative Data

Individual payments

Accounting Classification

Certification





1351-6 Admin Data - (3 of 11)

Service designation (this is not part of the form). It will be either marked by the DA or cashier

Page number. Very important when having more than one page completely filled out for each

Active Army Enlisted (think accountability)

	MULTIPLE PAYMENTS LIST PA									
_	W- F 1100 F	5516, 5517, 5520, and 5701; Title		CT STATEMENT						
AUTHORITY: Ti	tle 5 USC 5									
PRINCIPAL PURPOSE(S): Used to supplement DD Form 1351-2, "Travel Voucher or Subvoucher," to substantiate claims for reimbursement when multiple individuals of organization are performing official travel at the same time, between the same points, and accounting data is the same. The information collected may be used as a payroll list.										
Tr	ROUTINE USE(S): Information may be furnished to an employee's state and/or local taxing authorities, to comply with agreements entered into by the Secretary of the Treasury, for verification of filing information used by an individual in a tax return; in addition, release of information on this form may be made to Federate, local or foreign law enforcement agencies, for investigation of and possible prosecution of an individual charged with violating any law, statute, run regulation, or order in this claim for restitution.									
DISCLOSURE: Vo	oluntary; ho	wever, failure to furnish requested	information	may result in total or part	tial denial of amount claims					
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AND IT A BY BAY (BAB)		TRAVEL ALLOWANCE (TA		OTUED 45 17 1	Local Pay		151	1200		
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Detachment							US	7314		
FOB Finance, At	fahani	istan								
APO AE 09 314	9	Starr					D:	SSN		
AFO AL 09514							88	850		
Local Fir	iano	ce Unit	Dat	e paymo	ents wer	e		Loc	al l	

made.

address

Information and

Voucher numbers are assigned by DDS. Must mirror the **DD 1351-6** and DD 117

created by DDS.

Finance **Unit Information** and DSSN





1351-6 Transactions - (4 of 11)

Name of individual receiving the Casual Pay (check ID Card

SSN number (verify signed DA 2142 from Pay Support). Illegible SSN's can result in a

Amount of Local Payment Customer signature. Failure to obtain this signature will result in a loss of funds.

eç		AFE INDE	THE CATION	loss	of funds	e. UNIT	f. AMDUNT	a area a series	
		a. LAST	b. FIRST	c. MI	d. SSN			g. SIGNATURE OR CHECK NUMBER	R
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	4								4
	Б 4	0//	No. of Street, or other Persons and Street, o						Б

All information in each line must be filled out prior to disbursing the money. Request, the Soldier's ID card, and DA 2142 signed by Milpay, record the data, have customer sign then disburse. Never allow the customer to complete his own data in order to avoid illegible data or attempted fraud.

	_	-					
10	anana ana				Cash	nier	must
11					cir	cle	and
12				<u> </u>	init	iaľ	total
13						19	
14	Dollar value of					20	
15	sheet					21	
	511000	PAGE TOTAL	\$500	0.00) <u> </u>] /////////////////////////////////////





1351-6 Accounting Classification - (5 of 11)

The DA must obtain these lines from the FMSU Disbursing section and is responsible for the cashiers having the appropriate and most up to date data.

6. ACCOUNTING CLASSIFICATION

21 6 2010.0000 90-0000 ZB14M400000 4140 CASUALPAY85500 4140 P217 000000 012120 \$500.00

- 7. PURSUANT TO AUTHORITY VESTED IN ME, I CERTIFY THESE STATEMENTS ARE CORRECT AND PROPER
- a. NAME AND TITLE OF CERTIFYING OFFICER (Please type)

b. CERTIFYING OFFICER (Signature)

Joe Dirt, SSG, Certifier

DD FORM 1351-6, JUN 93

Replaces DD Forms 115 (MAY 74), 1351-1 (SEP 61), and 7351-6 (NOV 64), which may be used until DEC 31, 1993

Reset

Adobe Professional 7.0

Name and title of the Certifier

Signature of Certifier (must be on certifying orders)





DD 117 - (6 of 11)

■ DD 117s are required to consolidate multiple DD 1351-6s sheets. The DD 1351-6s attached to an individual DD 117 must be for the same component (i.e., Active, Reserve), branch (i.e., Army, Marines) and grade (i.e., officer or enlisted). Since all the DD 1351-6s meet the same criteria at this point, they would be processed against a single line of accounting. Although possible to have more than one line of accounting on a DD 117, it is strongly discouraged, since it will cause unnecessary imbalances in the Merged Accountability Fund Report (MAFR).

The total of the DD 117 must equal to the addition of all attached DD 1351-6 totals for the component.





DD 117 - (7 of 11)

DENTIFICATION AND CERTIFICATION 3. ATTACHMENT 2	1. DEPARTMENT ARMY		MILITAR	Y PAY VOUCHER	1	2	. VOUCHE	R NUMBER 151200
2 Pages 6. FURPOSE OF PAYMENT TO: SEE ATTACHED SIGNATURE OF DEVELOR HAVE A THE APPROPRIATION TO INCL SEE ATTACHED SEE ATTA	7 (1 (1 1 1	IDE	ENTIFICATIO	N AND CERTIFIC	ATION			
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TO: APO AE 09311 DSSN 8850	•						33rd FM	(Co
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SIGNATURE OF PAYEE (For an individual cash payment)		20. AMOUNT		1. 1 aukilowieuge le	ceipt of	cash paymer	in amou	ant stateu.
	CASH PAYMENT							
				SIGNATURE OF PA	AYE <i>E (Fo.</i>	r an individual	cash payme	ent)
	DD FORM 117, SEP 7	7 EDITI	ON OF 1 MAY 74 V					

Administrative Data

Disbursing Agent verification

Accounting Classification and Cashier/Certifier verification

Individual payment data





DD 117 Admin Data - (8 of 11)

Branch of Service

Count of DD 1351-6s attached to DD 117 Voucher numbers are assigned by DDS. The totals and administrative data must match

	to DD 117		ve data mast matem
1. DEPARTMENT ARMY	MILITARY	PAY VOUCHER the attac	ned DD 1351-6s.
	IDENTIFICATION	AND CERTIYour unit	
3. ATTACHMENT	 ORGANIZATION AND LOCATI 3rd Financial Management Detach 	IIIIUI III a LIUII	5. PAYROLL NUMBER
	FOB Finance, Afghanistan		Your unit
6. PURPOSE OF PAYMENT LOCAL PAYMENTS		Local Payments	information and
			7. PAID BY DSSN
SEE ATTA	ACHED	"See Attached"	3rd FMSD FOB Finance
10:		when using DD 1351-6s	APO AE 09314
		1331-03	DSSN 8550
			(Brief Stamp)





DD 117 DA Verification - (9 of 11)

Disbursing Officer's name and title

DSSN

and title		
CERTIFY this voucher is correct and pr	oper for payment from t	he appropriation and/or fund indicated below.
8. TYPED NAME OF DISBURSING OFFICER	9. DSSN	10. SIGNATURE OF DISBURSING OFFICER OR DEPUTY
OMAR S. TYSON	8550	
As Agent Officer to the above Disbursing have been paid by me to members listed th	Officer, I CERTIFY the a ereon after proper identif	amounts shown on the attached money lists ication.
11. SIGNATURE OF AGENT OFFICER		12. DATE PAI

Signature of Disbursing Agent

Current Business date





DD 117 Accounting Classification/Verification - (10 of

Default accounting citation for the **Subtotal** applicable branch, component and grade. APPROPRIATION CHARGES AMOUNT 500 00 21 2 2010 0000 90-0000 ZB14M400000 4140 CASUALPAY88500 P217 000000 012120 DD 117 total (addition of all attached DD Name and Name and initials or initials or 1351-6s), Cashier circle signature of signature of Cashier Certifier and initials amount 15. PREPARED BY TOTAL CASHIER



(11 of 11)

Paid DD 1

	ACTIVE MA	١F
	ACTIVE ARM	1
	ACTIVE ARM	1
	ACTIVE ARM	1
	BALLI TIDI E DAVMENTO I	10
	ACTIVE AIR F	C
	MULTIPLE PAYMENTS I	LIS
AUTHORITY:	PRIVAC Title 5 USC 5516, 5517, 5520, and 5701; Title 37 USC	
PRINCIPAL PURPOSE(S):	Used to supplement DD Form 1351-2, "Travel Vouc organization are performing official travel at the same to be used as a payroll list.	cher ime,
ROUTINE USE(S):	Information may be furnished to an employee's state Treasury, for verification of filing information used by a state, local or foreign law enforcement agencies, for in regulation, or order in this claim for restitution.	an is
DISCLOSURE:	Voluntary; however, fallure to furnish requested informa	ation
TYPE OF PAYMEN		_
MILITARY PAY	(MP) TRAVEL ALLOWANCE (TA)	×
2. PAYROLL NUMBER		
3rd Financial Mana, FOB Finance, Afgh APO AE 09314 5. PAYEE IDENTIFICA a. LAST	gement Detachment anistan	
2		
3		

57 2 3500 0000 00-0000 00000000000 0000 CASUALPAY88500 W018 0

7. PURSUANT TO AUTHORITY VESTED IN ME, I CERTIFY THESE STATI

8. NAME AND TITLE OF CERTIFYING OFFICER (Please type)

CERTIFYING OFFICER

DISBURSEMENTS

DEPARTMENT MARINES	MI	Y PAY A C		EF NUMBER 151400
	ICEN III	ATION AND CELL	F.SAT.ON	
ATTACHMENT	 ORGANIZATION AN 3rd Financial Managen 		5. PAYR	OLL NUMBER
1 Pages	FOB Finance, Afghanis			
PURPOSE OF PAYMEN				
OCAL PAYMENTS				
			7. PA	AID BY
			22.4	FMCo
• SEE AT	27			
TO:	ACHED			am, AF
			APO	AE 09311
			Dem	1 0050
			DSS	N 8850
				(Brief Stamp)
I CERTIFY this	voucher is correct and r	proper for payment fro	m the appropriation and/or fund	
TYPED NAME OF DIS		9. DSSN	10. SIGNATURE OF DISBURS	
MAR S. TYSON		8850		
As Agent Officer to have been paid by	to the above Disbursing me to members listed th	Officer, I CERTIFY the nereon after proper ide	ne amounts shown on the atta entification.	ched money lists
. SIGNATURE OF AGE	NT OFFICER		12. D	ATE PAID
				14 Mar **
9		APPROPRIATION C	20523000 1000000 100	***************************************
	APPE	IOPRIATION	14.	AMOUNT 500.00
			arine Active ine of accou	
PREPARED BY	1.6. RE	VIEWED BY	17.	
ASHIER	CERTI	FIFR	TOTAL \$	500.00
NAME OF TAXABLE PARTY.	CLKII	PAYMENT DA	ТА	
	18. AMOUNT	19. PAID BY CHEC		
CHECK PAYMENT	water the same of			
- NEWS LATINEET			то	INCL
	20. AMOUNT	21. I acknowledg	e receipt of cash payment in ar	nount stated.
CASH PAYMENT	Productive record Registration		OF PAYE <i>E (For an individual cash pa</i>	
		SIGNATURE	ir raite iror an individual cash pa	ymem)



Active Army Enlisted

ctive

11 FEB 72

Reset



CONTRACT/LEGAL CLAIMS



(1 of 8)

- **■** Contract Payments are prepared and paid in order to pay for goods or services not obtainable through normal Army supply channels. These payments are usually recorded and paid using an SF 1034.
- ➡ Contract payments are dictated by the documentation received from the Resource Management (RM), Contracting, and Commercial Vendor Service (CVS) section. These payments are prepared and certified by CVS section, but disbursing section must be familiar with them in order to properly pay them.



CONTRACT/LEGAL CLAIMS



(2 of 8)

- **Legal Claims** are prepared and paid in order to reimburse non-military personnel for damage to their property during U.S. Forces combat operations. These payments are usually prepared and paid using an SF 1034.
- ☐ Legal payments are prepared and certified by the local Legal office. Finance will never certify a Legal Payment. The Legal office must have a properly appointed certifying officer, prior to processing any legal claims. A copy the legal certifier orders and DD 577 must be kept on record at all times in the disbursing office.



CONTRACT/LEGAL

CLAIMS



SF 1034 - (3 of 8)

Standard Form 1034 Revised October 1967 Department of the To	PUBLIC VOUCHER FOR PURCHASES AND						ND	VOUCHER NO.	
1 frn 4-2000 1034-121	SERVICES OTHER THAN PERSONAL								
U.S. DEPARTMENT, BU	DATEV	OUCHER PREPA	ARED		SCHEDULE NO.				
	CONTRACT NUMBER AND DATE							PAID BY	
			REQUE	TION NUMBER	AND DATE				
	$\overline{}$					\neg			
PAYEE'S	1					ı	-	DATE INVOICE RECEIVED	
NAME AND									
ADDRESS	1					1		DISCOUNT TERMS	
							İ	PAYEE'S ACCOUNT NUMBER	
SHPPED FROM	M TO WEIGHT							GOVERNMENT DL NUMBER	
NUMBER AND DATE	DATE OF DELIMERY	ARTICLES (Einer description, dem num	OR SERVICES	and the second	QUAN-	UN	TPRICE	AMOUNT	
OF ORDER	OR SERVICE	acheolds, and other into	availar decred recess	uit) umbbol	TITY	COST	PER	(1)	
(Use continuation sheet):	frecessary)	(Payee must NO	T use the sp	ace belov	V)		TOTA	L	
PAYMENT:	APPROVE		EXCHANGE RAT		·				
PROVISIONAL COMPLETE		-\$		- \$1.00	DIFFER	ENCES			
PARTIAL	BY 2								
FINAL					Amount	vertiled; corre	nct for payment		
PROGRESS ADVANCE	TITLE			(Signati					
	y vested in m	e, I certify that this voucher is	correct and proper f	or payment.					
(Date)		(Authorized Certifyin					(Title)		
ACCOUNTING CLASSIFICATION									
P CHECK NUMBER ON TREASURER OF THE UNITED STATES CHECK NUMBER ON							ON (Nan	ne of bank)	
D CASH									
1 When stated in foreign	currency, insert n	ame of currency.					FOR		
2 if the ability to certify and sufficiely to approve any combined in one person, one signature only is necessary, character the approximation in the space provided, over the distallation of the person writing the company or corporate. When an overally in excepted in the same of a company or corporation, the name of the person writing the company or corporate.									
When a vocable is recorded in the name of a company or corporation, the name of the person writing the company or corporation manner, as well as the capacity in which he signs, must appear. For example: "Note Doe Company, per John Smith, Secretary, or Treasurer" as the case may be.									
Previous edition usable NBN 7540-00-900-2234									
Г			PRIVACY ACT 8	TATEMENT					

Administrative Data

Description of goods or services

Payment calculation and payment grand total

Payment certification, accounting data and payment method



DISDUKSLITENIS -

CONTRACT/LEGAL CLAIMS



SF 1034 Admin Data - (4 of 8)

right... Trust but verify!

Finance Unit making	Legal claim- Claim number Contract- Purchase	Commitm 3953	e Request and ent (PR&C- DD s) number.	
Standard Form 1034 Revised October 1027 Delarch Sheat Control 1 TFM 4-2000 1034-121 U.S. DEPARTMENT, BUREAU, OR E	SERVICES OTHE	FOR PURCHASES AI ER THAN PERSONAL. DATE VOUCHER PREPARED 14 MAR ****	racts only No. 210641 schedule no.	Voucher numbers are assigned by DDS.
3 rd FMSD FOB Finance, Afg APO AE 09314		CONTRACT NUMBER AND DATE DABT51-07-4254 REQUISITION NUMBER AND DATE W9115RK1230012	3rd FMSD FOB Finance, AF	Finance Unit making
PAYEE'S NAME	HASSAN BAE Cinder Block		APO AE 09314 DATE INVOICE RECEIVED DSSN 8550	the payment and DSSN
AND ADDRESS	Bagram, Afghai		DISCOUNT TERMS PAYEE'S ACCOUNT NUMBER	
	PAYEE information 4 will be complete ng personnel shou	d before the cas		

documents they pay. Question if the paperwork does not look



CONTRACT/LEGAL

CLAIMS



SF 1034 <u>Legal Claim</u> Description of Good or Services -

Claim number and date processed	Description of items to be paid for due to combat operations.	price	es of	es an good ices		Individual totals. Tota be in Fore			als m eign	ay
NUMBER DATE OF AND DATE OF ORDER OR SERVICE	(Enter description, item number of contract or Federal s		QUAN- TITY	COST	IT PRICE PER		calls j pay	for a		
SP003 14 46 14 Mar**	Damage to fence (25% depreciation)		1	200. 00	e a			FC 200	00	
Mar**		Gr		total v otł		ore				
			lcula	ation e in I	. Tot					
		Cu	irre	ncy i	f Leg	gal				
				for a						
(Use continuation sheet(s) if necessary)	(Pavee must NOT use the spa			•• 6	TOT			FC		1

An experienced and well rounded agent will verify the additions 0.00 of all individual line totals. Never leave room for under or overpayment.



CONTRACT/LEGAL CLAIMS

DISDUKSLYILINIS



SF 1034 Contract Description of Good or Services - (6

CLIN (Con Identifi Numbe effective	tract Lication er) and	ine	Description of items to be paid. Must match contract, invoice	items to be paid. pr					Individual line totals. Totals may be in Foreign Currency if the			
NUMBE CONU I AND DATE OF ORDER	DELIVERY OR SERVICE	(En	and receiving ter description, itenerport intract or Federal schedule, and other information deemed necessar	supply y)	QUAN TITY	COST	PER		ntract calls for FC payment.			
A0001 14 Mar**	14 Mar**)uick	dry cement (100lb	bag) 20	500.00	bag		C 10000.00			
A0002 14 Mar**	14 Mar**	Nood	l planks (2"x4"x10'))	300	100.00	ea		С 30000.00			
				G	ross to	 tal bef	ore an	y				
	Date t	ls			other of totals	c <mark>alcula</mark> may l			L, I			
	accer				ntract	calls f	cy if th or an F					
(Use continuation sheet(s) if	-		avee must NOT use the spa		elow)	yment	TOTAL		FC 40000.00			

An experienced and well rounded agent will verify the additions of all individual line totals. Never leave room for under or overpayment.



CONTRACT/LEGAL CLAIMS

DISDUKSLYILINIS



SF 1034 Payment Calculation - (7 of 8)

ŀ	Payment to Legal claim always "Fi Contra payments of be either payments of the contract of the	ns are inal". ict could partial	val pay	Dollar lue of ment.	r p	Exchancate if to aymen made if foreig currence.	t is in n	Discoun ts or interest applied	ca m	ross total before any other lculation. Totals ay be in Foreign Currency if the ontract calls for	1
L	PROVISIONAL COMPLETE PARTIAL FINAL PROGRESS	APPROVED F BY ² Mark De TITLE Disbur	FOR =\$4 =\$4	00.00 F	EXCH	e the spa		DIFFERENCES -			
<u>nc</u>		ract Pay inform Il Claim iedoco	l OIC	E	xchar	circ	ashier must le and initia total Rate = A		Total pa Foreig Curren oved F or or Dolla	n CV	

The agent must verify the math. Failure to do so could result in over or underpayment.



CONTRACT/LEGAL CLAIMS

DISDUKSLILLI



SF 1034 Payment Calculation - (8 of 8)

irsuant to authority vested in		this block for pay	yment.			╗
Mar***	Joe Dil	₹ 550	Ce	rtifier		
(Date)	(Authorized C	Certifying Officer)	_	(Title)		
		ACCOUNTING CLASSIF	ICATION			
0 22-0204 P436	5099.22-4200	VIRQ F9206 APC:	9204 599999	(\$40	0.00	
	Claima	I a wal will mad	a-da			
_		Legal will pro				
		same as cont				
HECK NUMBER	ON TREASURER OF	THE UNITED STATES CHE	ECK NUMBER	ON (Name of bar	1k)	
ASH	DATE	PAY	^{(EE}	<u> </u>		
	March****		4000	<u> </u>		
hen stated in foreign currency, inset the ability to certify and authority to	name of currency.	rson, one signature only is necessary; other	e the	FOR		
proving officer will sign in the space	provided, over his official title.					
hen a voucher is receipted in the name, as well as the capacity in which		, the name of the person writing the ample: "John Doe Company, pe	y or corporate th, Secretary'', or	TITLE		
reasurer", as the case may be.			-			
Complete	Complet	Must obtain	n			
if		signature	Must Ed	qual "Appr	oved Fo	r" Bl
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payment	paymen	from payee				
as made	t was	Failure to d	0			///////
	L WdS					'///////
bv	made by	so will resul				<u> </u>



COLLECTIONS



- * A collection is a transaction that <u>increases</u> cash or negotiable instrument accountability. Once the cashier takes in the collection, his/her accountability will go up thus making the cashier responsible to report the increase upon return. Examples of collections:
 - Examples of collections:
 Savings Deposit Program (SDP) (DD 1131)
 - Statement of Charges (DD 362)
 - Money found and turned in to Finance (DD 1131)



COLLECTIONS SDP OVERVIEW



Members who are deployed can deposit their un-allotted current pay and allowances. Amounts up to \$10,000.00 can be deposited and will accrue interest at the rate of 10 percent per year compounded quarterly. Deposit amounts of \$5.00 or more, in multiples of \$5.00 are authorized.

➡ Eligible pay must be verified by Pay Support prior to a deposit being made. A DD 1131 will be utilized for any member making a cash, SVC or check deposit. Note: SDP deposits made using a check are not recorded on the DD 2664 (Currency Exchange Record).

☐ If a member desires to make deposits via allotment, have them see the Pay Support to complete a DD 2558 (Allotment form).







DD 1131 - (1 of 4)

CASH COLLECTION VOUCHER											
CASI COLLETION VOSCILLY	RECEIVING	OFFICE COLLECTION	ON VOUCHER NO.								
ACTIVITY (Name and location) (Include ZIP Code)											
RECEIVED AND FORWARDED BY (Primed name, title and signature)			DATE								
ACTIVITY (Name and location) (Include ZIP Code)											
DISBURSING OFFICER (Printed name, title and signature)	DISBURSING SYMBOL NO	G STATION O.	DATE RECEIVED SUBJECT TO COLLECTION								
PERIOD: FROM		то									
DATE NAME OF REMITTER DEFAILED DESCRIPTIC REC'D DESCRIPTION OF REMITTANCE CULECTIONS WERE RE	CH I	AMOUNT	ACCOUNTING CLASSIFICATION								
· · · · · · · · · · · · · · · · · · ·	TOTAL										

Administrative Data

Individual Collections

Voucher total



COLLECTIONS



DD 1131 Admin Data - (2 of 4)

Receiving office blocks used for FMST Cashier	Local Disbursing	Voucher numbers are assigned by DDS.
CASH COLLECTION VOUCH	office data 2. RECEIVING O	OFFICE COLLECTION VOUCHER NUMBER OFFICE COLLECTION VOUCHER NUMBER
3. RECEIVING OFFICE		
a. ACTIVITY (Name and Location) (Include ZIP Code	=)	
3 rd FMSD FOB Finance, Afghanistan APO	O AE 09314 FMST	
►SPEHEENOR®ARRIEL@inted Name, FMST CASHIER	HECTOR CARRILI	LO 14 Mar ****
c. TELEPHONE NUMBER (Include Area Code):		
COMMERCIAL: 4. DISBURSING OFFICE	DSN:	DSSN
OMAR S. TYSON MAJ. EC DISBURSING OFFICE Printed Name, Title and S OMAR S. TYSON MAJ. EC DISBURSING OFFICER Printed Name, Title and S		d.85500 STATION SYMBOL NUMBER 14 Mar ****
Disbursing Officer dat	a; may be	14171

signed by DA (only DD 1131 signature required by DFAS contingency voucher data

Date collection was taken in _____







DD 1131 Individual Collections - (3 of 4)

В	usines date	THIOTHIGGION	Description	Amount of collection	Accounting citation
	DATE REC'D	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
	14Mar**	SDP DIRTY C. HARRY 123-45-6789 O3 ARMY ACTIVE Signature:	SDP DEPOSIT CHK #143 14 Mar **	0 0 5	1X6010.0000 19 000 00000000000 000 US DP8850DHA6789 7009 000000 012120



COLLECTIONS



DD 1131 Voucher Total - (4 of 4)



<u>Important</u>

Notes ID and their DA 2142 from Pay Support prior to processing the collection.

- The cashier must have the Disbursing Agent sign the DD
- Have the customer place a copy of the DD 1131 into the "CCV Box"
- "CCV Box" Provide the customer with a copy of the DD 1131.
- <u>Cashier is responsible for any discrepancies (Overage or Loss).</u>



CHECK ON LEARNING



nat are the three main disbursing transactions?

Disbursements, collections and exchange transactions

What form is used to record local payments?

DD 1351-6 (Multiple payment List)

Which transactions increase overall accountability? Disbursements or collections?

Collections

What form is required as a "cover" for the DD 1351-6 forms DD 117 (Military Pay Voucher)



CHECK ON LEARNING



Can a DD 117 contain more than one line of accounting? Is that recommended and why?

Yes, but it is not recommended because each service/component sheet should be under their own DD 117 to prevent MAFR complications. Does processing an SF 1034 increase or decrease your

SFC 10343 bare disbursements and decrease your overall accountability.

accountability. What are the two examples of collections transactions?

SDP, Statement of Charges

What must a cashier do to the total at the bottom of a disbursement or collection voucher?

Circle and initial the voucher total







➡ An exchange transaction is the most common cashier function. This type of transaction requires the cashier to "take in" a negotiable instrument or cash into their accountability in exchange for US dollars or foreign currency.

♯ Exchange transactions do not affect the "overall" accountability of the cashier since the value of the negotiable instrument must be equal to the amount of cash being disbursed to the customer (check for







025	43750594	2001-01-04	752051	The second second second	5 <u>800¢</u>
part 1	(4)	FIFTEEN DOLLAR	EGOTIABLE ONLY		
ADDRESSA	(5)		esa (7)		002
E 0.00,000,000	(6)		(8)		





Stored Value Card (SVC) Overview - (1 of 3)

- Purpose of the Stored Valued Card (SVC):
 - Cash Management tool for Finance, Merchants, and Soldiers
 - Is similar in concept to pre-paid gas, gift, or phone cards
 - Secure computer chip on card stores and process "electronic currency"
 - Issued/replaced on-site at Finance and accepted at most base merchants
 - Provides deployed personnel "24/7" fee-free access to personal funds
 - No "on-line" telecom requirement as transactions are processed "off-line"

Outside of the SVC Kiosk transactions, the cashier is first link in the proper processing of loads and sales in SVC and DDS. SVC TRANSACTIONS WILL BE PROCESSED AS IF THEY WERE CASH so attention to detail and accuracy is key. Any discrepancy between what was processed against the card and what was processed in DDS will result in an investigation and possibly a loss of funds for the cashier.

The Analysis of Unmatched Transactions (AUT) is used to determine what was processed against a card versus what was processed in DDS. There is no room for error when processing SVO





Stored Value Card (SVC) Overview - (2 of 3)





SVC Card Processing Load Transaction Detail Report - All Types 3/26/2007 To 3/26/2007 Device 131075

Time of Transaction	Card Number	ard Number		
3/26/2007 10:34:34AM	1111101100000400247	1101100000400247		
3/26/2007 2:47:28PM	1111101100000400252		\$1,000.00	
Total Transactions		2	\$1,350.00	
Average Transactio	n Amount		\$675.00	



SALES

intabilit Decrease_{sa} \$117500





Stored Value Card (SVC) Overview - (3 of 3)

- Tips for SVC transaction processing (unless local SOP dictates other steps):
 - Verify the customer's ID card. The SVC card should have the customer's name and signature on the back (prevent fraud).
 - SVC transactions will be recorded on DD 2664. The DD 2664 will serve as the document that shows what occurred during your business day. The customer will sign the form prior to completing the transaction.
 - Do not confuse the "Incoming" with the "Outgoing" in DDS or manually and do not confuse a "Sale" with a "Load" - some transactions are not reversible and
 - you will be out of balance. Know what an SVC-related transaction does to your accountability and where it shows up on a the DD 1081 and DD 2665. Knowing this will save you hours of balancing out by being able to pinpoint your discrepancy.
 - Know where to find exchange transactions in DDS after being processed; know how to back them out in order to alleviate any imbalances or fix any mistakes.
 - TR Files have to be transmitted to FRBB daily. Failure to transmit TR files will result in imbalances at the DDO level and the customer's personal check book.





Check cashing overview - (1 of 3)

- **≠** Personal check cashing limits and policy are established by the Theater FMSC.
- **■** All check cashing, regardless of service will be recorded on a DD form 2664.
- **■** If authorized, check cashing services will be provided for the following individuals:
 - US military personnel
 - Department of the Army Civilians/ DoD Civilians
 - Retirees
 - Contractors (<u>Memorandum of Agreement (MOA) on file</u>)











Check Cashing Overview - (2 of 3)

- **■** The following is an example of checks that can be cashed:
 - Personal checks- Must meet the following minimum criteria:
 - Payable to "FAO DSSN ****"
 - Written in \$10.00 increments
 - Does not exceed the maximum amount IAW TFMSC Policy
 - The consent stamp is initialed by the customer acknowledging a payroll collection if check is returned (bounced)
 - Treasury/State Checks- Must meet the following criteria:
 - Must be made to the person cashing it

customers must have a valid ID card. It is the cashier's responsibility to sure the information on the ID card, matches the information on the check,





Check Cashing Overview - (3 of 3)

Name of customer IAW ID card Admin data (dictated by Local SOPs and policies) Today's date.
Cannot be
postdated

Check amount must be legible and cannot exceed set limits

Must be made to "FAO DSSN ****"

Written
amount must
be legible and
must match
the numerical
amount

Check must be signed by customer MARK STONE
MELISSA STONE
914 UPPER CREST LANE
ANYTOWN, U.S. 12345

Pay to the FAO DSSN ****

Corder of FAO DSSN ****

Pay to the FAO DSSN ****

Two hundred only-immediate collection of my pay 14 March ****

Your financial instructions check, plus bank fees for processing to have the made everything beautiful... Rodewow Mil Anywhere Usamount of the charges, if Mbis check is dishonored to have the charges, if Mbis check is dishonored to have the charges.

Mark Stone

Mark Stone

The front of the check will be stamped with the authorized consent stamp (customer must initial)





Important Information

♯ Although simple to process at the cashier level, the negotiable instrument taken in must still be redeemed by higher level agencies such as the Federal Reserve Banks. SVC Card transactions must be submitted by creating a TR file that the FRB will use to withdraw the funds from the Soldier's bank account. The checks must also be submitted to the FRB but this will be accomplished by uploading the check batch produced in OTCnet at the end of the business day.

■ Any discrepancy between what was processed manually or in DDS versus what was submitted to the FRB will result in a possible loss of funds





DD 2664 Overview - (1 of 3)

		RI	CURI ECORD OF IN		IANGE RECO		s		PAGE	OF	
1. DISBURSING	OFFICER DESIG	NATION		2. RATES OF to one U.S.	EXCHANGE (Nui	mber of Foreign (Currency Units	3. DATE (YYYYMMDD)	4. DSSN		A 7
				10 0/10 0.0.	onar,			5. NAME OF CASHIER OR	DEPUTY		Administrative
											Data
6. RECEIVED E	ROM CUSTOMER	2		7. DISBURSE	TO CUSTOME	R		8. NAME AND OTHER INFO			Data
a. TYPE OF NEGOTIABLE INSTRUMENT RECEIVED (Personal check, etc.)	b. U.S. CURRENCY AND COIN	c. FOREIGN CURRENCY	d. TOTAL	a. U.S. CURRENCY AND COIN	b. FOREIGN CURRENCY	c. FOREIGN CURRENCY	d. TOTAL	BY DISBURSING OFFICE WHOM EXCHANGE IS N		ON FOR	
									4		
									Cust	ome	r information and
											signature
											Signature
							R	ecord of	indi	vidua	al transactions
DD FORM 26	64, FEB 2002			PRE	VIOUS EDITION	IS OBSOLETE.		Reset	A	dobe Professional 7.0	////////





DD 2664 Admin Data - (2 of 3)

Disbursin g Agent informati on **Current day** of business

DSSN

	Exchange					
	rate (when utilized)				She numl	
			ANGE RECORD Change transactions		PAGE () F
1. DISBURSING OFFICER DESIGNAT	ION 2. RATES		EXCHANGE (Number of Foreign Currency Units	3. DATE /YYYYMM/DD)	4. DSSN	
Mark Dell	to one ll	S Da	dlar)	**** 0314	8550	
1LT, FC				5. NAME OF CASHIER (OR DEPUTY	
Disbursing Agent FOB Finance, Afghanist APO AE 09314	can		100:1	ohn P. Smit	h, SPC	USA

Cashier name





DD 2664 Record of Individual Transactions/Customer

Type of NI taken in:

- TC-Treasury check
- PC-Personal check
- MO Money Order

Amount of outgoing to customer (SVC Load, cash, etc.)

Amount of incoming from customer (SVC Sale, check,

The cashier must fill this out using the customer's ID card. The customer must sign.

6. RECEIVED F	EC Car	QL _R	curr	ency rs e i	t -G -dustome	:R		8. NAME AND OTHER INFORMATION REQUIRED
4. TTPE OF MEGOTIABLE INSTRUMENT RECEIVED (Formal Check,	L. U.S. CURREMCT AND COIM	FOREIGH CURRENCT	d. TOTAL	4. U.S. CURREMCT AND COIM	FOREIGH CURRENCY	SVC FORMER CURRENCE	4. TOTAL	BY DISBURSING OFFICER ON PERSON FOR WHOM EXCHANGE IS MADE Name, Social Security Number Signature
TC/1Mar12	\$200.00		\$200.00	\$200.00		/	\$200.00	Lopez Fernando 987-65-4321
PC/# 01 30	\$150.00		\$150.00	\$150.00			\$150.00	Valdez, Juan J. 987-65-4322
,	\$120.00		\$120.00	\$100.00	FC 2,000		\$120.00	Wallace, William 987-65-4323 → 7-19
10/#854	\$200.00		\$200.00	\$180.00	FC 1,000	SV \$10.00	\$200.00	Paw, Jaguar 987-65-4324
V 123456	\$100.00		\$100.00	\$50.00	FC 5,000	φ10.00	\$100.00	Cousteau, Jack 987-65-4325

Sales!

Loads!

The DD 2664 will be properly filled out and maintained as if it were cash. This form will be returned to the DA with the rest of the cashier's business at the end of the day.



CHECK ON LEARNING



Who establishes check cashing limits?

TFMSC by publishing policy letters.

Does an exchange transaction affect your overall accountability? Why?

It does not affect overall accountability. What comes in must equal what goes out.

nat form is utilized to record exchange transactions?

D 2664 (Record of Individual Exchange Transactions)

at gets stamped on the front of the check by the cashier?

The consent statement that authorizes finance to take the money from the Soldier's pay if the check bounces.



CHECK ON LEARNING



Can an exchange transaction have a single "incoming" and multiple "outgoing" to customer YesnsTheonstohew can request dollars, foreign CHTWHCh Shee Styche DD 2664 are SVC Loads recorded? "Incoming or "Outgoing"?

Outgoing

When processing a "Sale" which device or program The posses of sale device

If a customer gives you their SVC and some cash and wants the cash added to their SVC, what type of transaction is this?





Balancing - (1 of 3)

- **♯** Balancing out is a delicate process that must always be done to <u>standard</u>, <u>not time</u>. In order to "clear" the daily business and conduct a successful return, many preparations must be made prior to submitting the daily business to the principal (DA/DDO).
 - Verify that all DD 1351-6 forms have been properly completed, totaled, signed by the appropriate individuals and that all information is legible. The manual DD 1351-6s must be a mirror image of the one printed from DDS.
 - Utilize the DD 2664 to insure all exchange transactions are accounted for. The manual DD 2664 must be a mirror image of the one printed from DDS. NI's used for SDP deposits will not show on DD 2664, verify using the DD 1131's.



 $1 \cap Q 1$

CLOSE BUSINESS DAY



Balancing - (2 of 3)

- Ensure SF 1034s have all been signed by the appropriate agents.
- Make sure all collections have been signed by the DA, Certifier and total have been circled and initialed.
- Count your cash and bundle it.
- Ensure all entries on the return DD 1081 are supported by the appropriate documentation and cash amount.
- If OTCnet and SVC are used, ensure the totals of the OTCnet Batch Listing, SVC sales receipt and SVC load detail report equal to the negotiable instrument and SVC entries of the return by



Beginn

ing

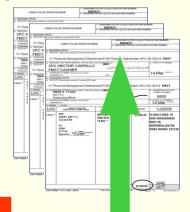
Balanc

CLOSE BUSINESS DAY



Balancing - (3 of 3)

080



DECREASES

with ega Δш S

Left over cash (endin accoun tability

INCREASES

SVC Card Processing Load Transaction Detail Report - All Types Device 131075

Time of Transaction	Card Number	Amount	
3/26/2007 10:34:34AM 3/26/2007 2:47:28PM	1111101100000400247 1111101100000400252	\$350.00 \$1,000.00	
Total Transactions	2	\$1,350.00	
Average Transaction	\$675.00		



If a cashier's SVC and OTCnet totals on their DD 1081 do not match the receipts and batch lists produced by these systems, THE CASHIER IS NOT



Cashed

Stored





Return 1081 NO CASH RETURNED - (1 of 3)

111	<u> </u>	Ozioni iti	CITTLE	(1 01 0	
Collecti	TRAN	ISACTIONS AFFECT	IG AGI Ending		
ns take		INCREASE	balance fr	om DECREASE	ENDING BALANCE
through	/nanone/leno	(received by Agent)	previous l	[[arned in by Agent]	(In Agent's Account)
the day	,	b	1081.	d	,
	1. BALANCE FORWARD		\$140,000.		\$147,350.
	2. U.S. DOLLARS		60		00
	3. FOREIGN CURRENCY (IRAQI DINAR)			/1	
	4. MILITARY PAYMENT CERTIFICATES				
	5. COLLECTIONS	\$6,000.0)		
ONIO	6. DEPOSITS	0			
SVC	7. NEGOTIABLE INSTRUMENTS				
SVC Card Processing Load Transaction Detail Report - All Types 3362007 To 3362007 Device 131075	A. TREASURY CHECKS				
	B. MILITARY PAYMENT ORDERS				
Average Transaction Amount \$675.00	C. OTHER (Specify) CHECKS			<i>\$735.</i>	
	8. PAID YOUCHERS			\$2 0,99 00.	
	9. INCORRECT YOUCHERS RETURNED			00	
	10. FC Gain or Loss SVC Load	\$1,350.0	\	+	
	11. Cashier overage/shortage SVC Sales	0		\$1,175.0	
	12. TOTAL FUNDS IN HANDS OF AGENT OFFICER		\$147,350.	0	\$125,440.
			00		00

Total increases (gross accountability) Left over currency. Amount still accountable to the DA.

Must match block 32e of DD

Gross accountabi lity

Cashed checks

Disburseme



SVC Sales







Return 1081 CASH RETURNED - (2 of 3)

Collecti	• TRAN	ISACTIONS AFFECT	NG AGI Ending			
ns take	n	INCREASE	balance fr	om DECREASE	ENDING BALANCE	Gross
through	n TRANSACTIONS	(received by Agent)			(la Agent's Account)	accountabi
the day	7	(received by Agency	previous 1 1081.	graned in by rightly		lity
	,	D	•	d	¢147.250	D . 1
	1. BALANCE FORWARD		<i>\$140,000.</i>		\$147,350.	Returned
	2. U.S. DOLLARS		00	\$100,440 <mark>.</mark>	00	US
	3. FOREIGH CURRENCY (IRAQI DINAR)			00 \$25,000.)	Returned
	4. MILITARY PAYMENT CERTIFICATES			0		FC
	5. COLLECTIONS	\$6,000.0				Cashed
OT TO	6. DEPOSITS	0				checks
SVC	7. NEGOTIABLE INSTRUMENTS					
SVC Card Processing Load Transaction Detail Report - All Types 3/36/2007 To 3/2007 Device 131073	A. TREASURY CHECKS					
	B. MILITARY PAYMENT ORDERS					Disburseme
Average Transaction Amount \$675.00	C. OTHER (Specify) CHECKS			<i>\$735.</i>		nts
	8. PAID YOUCHERS			\$2 0,0 00.		
	9. INCORRECT YOUCHERS RETURNED			00		SVC Sales
	10. FC Gain or Loss SVC Load	\$1,350.0		•		
	11. Cashier overage/shortage SVC Sales	0		\$1,175.0		MECH BEAND TOTALS AND
	12. TOTAL FUNDS IN HANDS OF AGENT OFFICER		\$147,350.	0	\$0.00	
			00			

Total increases (gross accountability) Left over currency. Amount still accountable to the DA. Must match block 32e of DD





Return 1081 - (3 of 3)

STATEMENTS				
DISBURSING OFFICER AGENT OFFICER				
	ON ADVANCE: I, AS AGENT OFFICER, HAVE RECEIVED			
	FUNDS AND/OR OTHER ITEMS AS INDICATED ABOVE. I			
ON ADVANCE: I HAVE INTRUSTED FUNDS AND/OR	HAVE ASSUMED PECUNIARY RESPONSIBILITY THEREFOR			
OTHER ITEMS AS INDICATED IN THIS STATEMENT TO THE	I WILL NOTIFY THE DISBURSING OFFICER IMMEDIATELY			

Once the DA and the cashier sign the DD 1081, it becomes an accountable document that needs safeguarding by both the DA and the cashier.

DATE / SIGNATURE OF DISBURSING OFFICER	DATE / SIGNATURE OF AGENT OFFICER
MDON RETURN: I HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ON THIS STATEMENT FROM THE ABOVE NAMED AGENT OFFICER	ON RETURN: THE ABOVE STATEMENT OF ACCOUNT IS
DATE / SIGNATURE OF DISBURSING OFFICER 14 March****	DATE / SIGNATURE OF AGENT OFFICER 4 March****

DD FORM 1081, 1 M

Once totals are verified, the DA initials, signs and dates

Once the totals are verified, the cashier initials, signs and dates





DD 2665 Overview - (1 of 36)

			DAW WAS	ENT LOGO	Thirt A DAY PETT OF	D. D. C. A. D. V.	•	1. DATE
					JNT ABILITY SU	MMAKY		I Dair
SE CT			OF DAILY ACCO	DUNT ABILITY 1			c. TODAY	4. MONTH-TO-DATE
				b. DESC	KIPTION		c. TUDAY	4. MONTH-TO-DATE
1.	7		' – Beginning of Day	b. Preposition ed Ch	-1-	c. Other		
2. 3.	ā	ADVANCES	COLLECTIONS	B. Preposition et Ch	ect:	c. Uther		
4.	,	VOCCHERED		a. Vouchered		b. Other		
5.	H	I INEKSOKI CI	ROM OTHER DISBU	s. other				
6.	a	THE COURSE OF TH	AIN ACCUMULATIO		•			
7.	, x	Excitation of		JM3				
8.			-					
9.	١,	GROSS ACCOUNT						
10.	I	TRANSFERST	O OTHER DISBURS	ING OFFICERS				
11.	H	c	OSS ACCUMULATIO					
12.	H	OTHER (Explai	inì					
13.	8		a. Paid Vouchers		b. Deposit Tickets			
	l R	TO					4	
14.		THEFT	c. Other Returns (E	xpram)				
15.	1	ACCOUNTABILIT						
	_		UTION OF A GEN.	r a cocombir s	U. P. V			
SE C	. 11	Ou u – Distrib						
a. LH	Œ		b. ELEMENT (FACCOUNTABILIT	Y	e. ACCO USTABILITY BRYO FR TP ASSTRESS	4 PRIVERS TO PRINCIPAL	ACCO USTABILITY AFTER TRADSFERS
16.		LIMITED DEPOSIT		UNITS	FATE			
17.		CASH ON HAND (U	J. S.)					
18.	1	CASH ON HAND	ACCOMODATION	UNITS	FATE			
	¢	Foreign)	b. OPERATING	UNITS	FATE			
19.	I	PREPOSITIONED :	TREASURY CHECKS	5				
20.	Þ	NE GO TIA BLE INS	TRUMENTS (U.S.)					
21.		NE GO TIA BLE INS	TRUMENTS	UNITS	FATE			
22.		Foreign) MILITAR Y PAYMI	ENT CERTIFICATES					
23.	F	PAID VOUCHERS						
24.	I	FUNDS IN TRANSI	Т					
25.	I	FUNDS WITH SUB.	AGENTS					
26.	1	DEPOSIT TICKET	S (not LDA)					
27.	I	DISHONORED CH	ECKS RECEIVABLE					
28.	(CHECK OVERDRA	FTS RECEIVABLE			1		
29.	I	LOSS OF FUNDS						
30.	I	DEFERRED VOUC	HERS					
31.		D'THER (Explain)						
32.	T	FOTAL AGENT AC	COUNTABILITY					
SE C.	ı	ON III – DI SI KII	BUITON OF AGEN	I ACCOUNT AR	SILAT Y			
a. LIF	Œ	b. I	OCATION	e. CAR	4. CASE	•. 1FR10 (CT10 RED	• MILITARY	F OTHER
				(Fereign Vniz)	(02)	CHECKS	CHETTHICATES	
33.		AGENT						
34.	DEPUT Y AGENT							
35.	CASHIER			-	-			
36.		DTHER (Specify)			-	-		
		TOTALS			A ADDDDESS CT : C	TOTAL TOTAL	<u> </u>	-
2. N	A.M	IE OF AGENT (Typ	eer Print)		3. ADD RESS OF AG	KNT (Type or Print)		
					<u> </u>			
4. SI	4. SIGNATURE OF AGENT "FOR INSTRUCTIONAL PURPOSES ONLY"							
				FC	A INDI RUCI.	IONAL PURPU	DED ONLI	
_								

Section I-Summary of Daily Accountability Transactions (what happened)

Section II- Distribution of Agent Accountability (disposition of transactions)

Section III- Distribution of Agent Accountability

Cashier authentication





DD 2665 Section I - (2 of 36)

	DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE 14 March **
SECTI	SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS						
a. LIN	a. LINE NO. b. DESCRIPTION c. TODAY						
1.	AC	CCOUNTABILIT	Y - Beginning of I	Day	Todov:	0.00	0.00
2.	N	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	Pucinoss	140,000.00	140,000.00
3.	С	VOUCHERED (COLLECTIONS	•	Dusiness	6,000.00	6,000.00
4.	R E	TREASURY CH	IECK ISSUES	a. Vouchered	b. Other		
5.	A	TRANSFERS F	ROM OTHER DISBU	RSING OFFICERS	•		
6.	S	EXCHANGE GA	AIN ACCUMULATIO	NS			
7.	E	OTHER (Explai	n) SVC Loads			1,350.00	1,350.00
8.	S	TOTAL INCREA	ASES			147,350.00	147,350.00
9.	GF	ROSS ACCOUNT	АВІСПҮ			147,350.00	147,350.00
10.	D E	TRANSFERS T	O OTHER DISBURS	ING OFFICERS			
11.	C R	EXCHANGE LO	SS ACCUMULATIO	NS			
12.	E A	OTHER (Explai	n) SVC Sales			1,175.00	1,175.00
13.	S	RETURNS TO	a. Paid Vouchers	20,000.00	sit Tickets		
	E	PRINCIPAL		Explain) U.S. 100,440.00,	FC 25,000.00, NI 735.00	146,175.00	146,175.00
14.	S	TOTAL DECRE	ASES			147,350.00	147,350.00
15.	AC	COUNTABILITY	- ENDING			0.00	0.00





DD 2665 Section I - (3 of 36)

	DAILY AGENT ACCOUNTABILITY SUMMARY						
SECTI	ECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS						
a. LIN	E NO	D.	c. TODAY	d. MONTH-TO-DATE			
1.	AC	CCOUNTABILIT	Y - Beginning of D	ay		0.00	0.00
2.	N	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00	140,000.00
3.	С	VOUCHERED (COLLECTIONS			6,000.00	6,000.00
4.	R E	TREASURY CH	IECK ISSUES	a. Vouchered	IST EQUATION		
5.	A	TRANSFERS F	ROM OTHER DISBU	RSING OFFICERS end	ing balance		
6.	S	EXCHANGE GA	AIN ACCUMULATION	S	m provious		
7.	E	OTHER (Explai	n) SVC Loads	11.0	in previous	1,350.00	1,350.00
8.	S	TOTAL INCREA	ASES	busin	iess day (may	147,350.00	147,350.00
9.	GF	ROSS ACCOUNT	АВІСПҮ	bo	e zero if a	147,350.00	147,350.00
10.	D E	TRANSFERS T	O OTHER DISBURSI	NG OFFICERS	.1.1		
11.	C R	EXCHANGE LO	SS ACCUMULATION	IS			
12.	E A	OTHER (Explai	n) SVC Sales			1,175.00	1,175.00
13.	S	RETURNS TO	a. Paid Vouchers	20,000.00 b. Depos			
	E	PRINCIPAL	c. Other Returns (I	Explain) U.S. 100,440.00,	FC 25,000.00, NI 735.00	146,175.00	146,175.00
14.	S	TOTAL DECRE	ASES			147,350.00	147,350.00
15.	AC	COUNTABILITY	- ENDING			0.00	0.00





DD 2665 Section I - (4 of 36)

	DAILY AGENT ACCOUNTABILITY SUMMARY							
SECT	ECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LIN	IE NC).	b. DESCRIPTION	c. TODAY	d. Month-to-date			
1.	A	CCOUNTABILIT	Y - Beginning of Day	0.00	0.00			
2.	I N	ADVANCES	a. Cash b. Prepositioned Checks c. Other	140,000.00	140,000.00			
3.	c	VOUCHERED (OLLECTIONS	6,000.00	6,000.00			
4.	R E	TREASURY CH	ECK ISSUES a. Vouchered b. Other					
5.	^	TRANSFERS F	ROM OTHER DISBURSING OFFICERS					
6.	s	EXCHANGE GA	AIN ACCUMULATIONS TO THE STATE OF THE STATE					
7.] E	OTHER (Explai	TABLE	1,350.00	1,350.00			
8.	s	TOTAL INCREA	ises during the	147,350.00	147,350.00			
9.	GF	ROSS ACCOUNT	ABILITY	147,350.00	147,350.00			
10.	D E		O OTHER DISBURSING OFFICERS AND ADDRESS OF THE PROPERTY OF THE					
11.	C R		Day (Dollar					
12.	E A	OTHER (Explai	10 10 10 10 10 10 10 10 10 10 10 10 10 1	1,175.00	1,175.00			
13.	s	RETURNS TO	a. Paid Vouchers 20,000.00 b. Deposit Tickets Dollar Value					
	E	PRINCIPAL	c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00	146,175.00	146,175.00			
14.	s	TOTAL DECRE	ASES UT FC)	147,350.00	147,350.00			
15.	AC	COUNTABILITY	- ENDING	0.00	0.00			





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			DAILY A	GENT ACCOUNTABILITY	SUMMARY		1. DATE 14 March **
SECT	ION	I - SUMMARY	OF DAILY ACCO	UNTABILITY TRANSACTIONS			
a. LIN	IE NO).		b. DESCRIPTION		c. TODAY	d. MONTH-TO-DATE
1.	AC	COUNTABILIT	ΓΥ - Beginning of [Day		0.00	0.00
2.	I N	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00	140,000.00
3.	С	VOUCHERED (•			6,000.00	6,000.00
4.	R E	TREASURY CH	IECK ISSUES	a. Vouchered	b. Other		
5.	A	TRANSFERS F	ROM OTHER DISBU	RSING OFFICERS			
6.	S	EXCHANGE G	AIN ACCUMULATION	NS S		7	
7.	E	OTHER (Explai	in) SVC Loads	CASH COLLECTION WOOCHES THE STREET PROPERTY OF THE STREET PROPERTY		1,350.00	1,350.00
8.	s	TOTAL INCREA	ASES	COTOR CAPRILLO CONTROL DE CONTROL		147,350.00	147,350.00
9.	GF	ROSS ACCOUNT	ABILITY 3° France 100 March	And Management Children and Follows Adjacentin APO AE 00314 FMST 15 TYPE of the State Special	oli on o	147,350.00	147,350.00
10.	D E	TRANSFERS T	O OTHER DISBURS	NG OFFICERS 1.4 Mar WILLIAM CONTIC. SCHOOL STATE	CUOIIS		
11.	C R	EXCHANGE LO	OSS ACCUMULATIO	NS proceedings procedured procedure procedured procedure proce	essed		
12.	E A	OTHER (Explai	in) SVC Sales	durin	a the	1,175.00	1,175.00
13.	S	RETURNS TO	a. Paid Vouchers	20.000.00 b. Deposit Ticke			
	E	PRINCIPAL	c. Other Returns (Explain) U.S. 100,440.00, FC 25,	000.00, NÍ 735.00	146,175.00	146,175.00
14.	s	TOTAL DECRE	ASES			147,350.00	147,350.00
15.	AC	COUNTABILITY	- ENDING			0.00	0.00





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			DAILY AG	ENT ACCOUNTABILITY	SUMMARY		1. DATE 14 March **
SECT	ION	II - SUMMARY	OF DAILY ACCOU	INTABILITY TRANSACTIONS			
a. LIN	IE NO	D.		A b. DESCRIPTION		c. TODAY	d. MONTH-TO-DATE
1.	AC	CCOUNTABILIT	TY - Beginning of D	$1 \circ t \circ D \wedge$		0.00	0.00
2.	N	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00	140,000.00
3.	С	VOUCHERED O	COLLECTIONS			6,000.00	6,000.00
4.	R E	TREASURY CH		a. Vouchered	b. Other		
5.	Α	TRANSFERS F	ROM OTHER DISBUR	SING OFFICERS			
6.	S	EXCHANGE GA	AIN ACCUMULATION				
7.	E	OTHER (Explai	n) SVC Loads	neck auvance	S	1,350.00	1,350.00
8.	S	TOTAL INCREA	ASES t	O Inited States Cressing & a 005, 761, 580 O 6. 27 00 18 AUSTEIN, TERAS 2207 55251562		147,350.00	147,350.00
9.	GF	ROSS ACCOUNT	АВІСПҮ	Guide of Mounty & SIMON OF SUPPORT SPET/OWN OWN OF SUPPORT SPET/OWN OWN OWN OWN OWN OWN OWN OWN OWN OWN		147,350.00	147,350.00
10.	D E	TRANSFERS T	O OTHER DISBURSIN	IG OFFICERS. SEO MAILING AGRICE			
11.	C R	EXCHANGE LO	OSS ACCUMULATION	S			
12.	E A	OTHER (Explai	n) SVC Sales			1,175.00	1,175.00
13.	S	RETURNS TO	a. Paid Vouchers	20,000.00 b. Deposit Tick	cets		
	E	PRINCIPAL	c. Other Returns (E	xplain) U.S. 100,440.00, FC 25	5,000.00, NI 735.00	146,175.00	146,175.00
14.	S	TOTAL DECRE	ASES			147,350.00	147,350.00
15.	6. ACCOUNTABILITY - ENDING 0.00						





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			DAILY A	GENT ACCOU	NTABILITY SUI	MMARY		1. DATE 14 March **
SECT	ION	I - SUMMARY	OF DAILY ACCO	UNTABILITY TRA	NSACTIONS			
a. LIN	IE NC	D.		b. DESCRII	PTION		c. TODAY	d. Month-to-date
1.	A	CCOUNTABILIT	Y - Beginning of I	Day			0.00	0.00
2.	I N	ADVANCES	a. Cash 140,000.00	b. Prepositioned Ch	necks	c. Other	140,000.00	140,000.00
3.	c	VOUCHERED (OLLECTIONS				6,000.00	6,000.00
4.	R E	TREASURY CH	IECK ISSUES	a. Vouchered		b. Other		
5.	A	TRANSFERS F	ROM OTHER DISBU	IRSING OFFICERS				
6.	S	EXCHANGE GA	AIN ACCUMULATIO	NS				
7.	E	OTHER (Explai	n) SVC Loads				1,350.00	1,350.00
8.	s	TOTAL INCREA	ASES		EMCII		147,350.00	147,350.00
9.	GF	ROSS ACCOUNT	ABILITY)Î	147,350.00	147,350.00
10.	D E	TRANSFERS T	O OTHER DISBURS	ING OFFICERS	FMSC I	evel		
11.	C R	EXCHANGE LO	OSS ACCUMULATIO	NS	only			
12.	E A	OTHER (Explai	n) SVC Sales		GIII		1,175.00	1,175.00
13.	s	RETURNS TO	a. Paid Vouchers	20,000.00	b. Deposit Tickets			
	E PRINCIPAL c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00 146,175.00						146,175.00	
14.	14. S TOTAL DECREASES 147,350.00						147,350.00	147,350.00
15.	AC	COUNTABILITY	0.00	0.00				





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			DAILY A	GENT ACCOUNTABILITY S	UMMARY		1. DATE 14 March **
SECT	ION	I - SUMMARY	OF DAILY ACCO	UNTABILITY TRANSACTIONS			
a. LIN	IE NC).		b. DESCRIPTION		c. TODAY	d. Month-to-date
1.	A	CCOUNTABILIT	TY - Beginning of	0.00	0.00		
2.	I N	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00	140,000.00
3.	С	VOUCHERED (COLLECTIONS	•		6,000.00	6,000.00
4.	R E	TREASURY CH	IECK ISSUES	a. Vouchered	b. Other		
5.	Α.	TRANSFERS F	ROM OTHER DISBU	IRSING OFFICERS			
6.	S	EXCHANGE GA	AIN ACCUMULATIO	NS			
7.	E	OTHER (Explai	in) SVC Loads			1,350.00	1,350.00
8.	s	TOTAL INCREA	ASES			147,350.00	147,350.00
9.	GF	ROSS ACCOUNT	ABILITY	roy vouc-ar Foreign	n currency	147,350.00	147,350.00
10.	D E	TRANSFERS T	O OTHER DISBURS	ING OFFICERS Gains I	OV		
11.	C R	EXCHANGE LO	OSS ACCUMULATIO	NS Exchar	nge (GBX)		
12.	E A	OTHER (Explai	in) SVC \$ales	or noci	tivo	1,175.00	1,175.00
13.	s	RETURNS TO	a. Paid Vouchers	20,000.00 b. Deposit Tickets			
	E	PRINCIPAL	c. Other Returns	(Explain) U.S. 100,440.00, FC 25,0		146,175.00	146,175.00
14.	S	TOTAL DECRE	ASES	uistre,	Juneres	147,350.00	147,350.00
15.	AC	COUNTABILITY	- ENDING			0.00	0.00





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				DAILY	AGENT A	ACCOU	NTABI	LITY SUN	MARY			1. DATE 14 March **
SECT	ION	I - SU	MMARY	OF DAILY AC	COUNTABI	LITY TRAI	NSACTI	ONS				
a. LIN	E NC).				b. DESCRIF	PTION				c. TODAY	d. Month-to-date
1.	1. ACCOUNTABILITY – Beginning of Day									0.00	0.00	
2.	I N	ADVA	NCES	a. Cash 140,000.00	b. Prep	ositioned Ch	ecks		c. Other		140,000.00	140,000.00
3.	С	VOUC	HERED (COLLECTIONS	<u>.</u>						6,000.00	6,000.00
4.	R E	TREA	SURY CH	IECK ISSUES	a. Vouc	hered			b. Other			
5.	Α	TRAN	SFERS F	ROM OTHER DIS	BURSING O	FFICERS						
6.	S	EXCH	ANGE G	AIN ACCUMULAT	IONS							
7.	E	OTHE	R (Explai	in) SVC Loads							1,350.00	1,350.00
8.	S	TOTA	L INCRE	ASES							147,350.00	147,350.00
9.	GF	ROSS A	CCOUNT	ABILITY							147,350.00	147,350.00
10.	D E	TRAN	SFERS T	O OTHER DISBU	PSING OFFI	CEDS Card Processing					/	
11.	C R	EXCH	ANGE LO	OSS ACCUMULA		tion Detail Report - Al	ll Types	Tota	of			
12.	E A	OTHE	R (Explai	in) SVC Sales		26/2007 To 3/26/2007	**	~11 C	VC		1,175.00	1,175.00
13.	S	RETU TO	RNS	a. Paid Vouche		Device 131075		it Tickets		7		
	E	PRINC	CIPAL	c. Other Retun	Time of Transaction	Card Number 1111101100000400247	Amount \$350.00	FC 25,000.0	00, NI 735.00		146,175.00	146,175.00
14.								147,350.00	147,350.00			
15.	15. ACCOUNTABILITY - ENDING Total Transactions 2 \$1,350.00 in Cluded						ided)		0.00	0.00		
					Average Transaction	Amount	\$675.00					





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			DAILY A	GENT ACCOUNTABILIT	Y SUMMARY			1. DATE 14 March **
SECT	ION	I - SUMMARY	OF DAILY ACCO	OUNTABILITY TRANSACTIONS	5			
a. LIN	IE NC).		b. Description			c. TODAY	d. MONTH-TO-DATE
1.	AC	CCOUNTABILIT	Y - Beginning of	Day			0.00	0.00
2.	I N	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other		140,000.00	140,000.00
3.	С	VOUCHERED (OLLECTIONS		•		6,000.00	6,000.00
4.	R E	TREASURY CH	IECK ISSUES	a. Vouchered	b. Other			
5.	Α	TRANSFERS F	ROM OTHER DISBI	JRSING OFFICERS				
6.	S	EXCHANGE GA	AIN ACCUMULATIO	the state of the s				
7.	E	OTHER (Explai	n) SVC Loads	1	otai		1,350.00	1,350.00
8.	S	TOTAL INCREA	ASES				147,350.00	147,350.00
9.	GF	ROSS ACCOUNT	ABILITY				147,350.00	147,350.00
10.	D E	TRANSFERS T	O OTHER DISBURS	SING OFFICERS				
11.	C R	EXCHANGE LO	SS ACCUMULATION	DNS				
12.	E A	OTHER (Explai	n) SVC Sales				1,175.00	1,175.00
13.	s	RETURNS TO	a. Paid Vouchers	20,000.00 b. Deposit T i	ickets			
	E PRINCIPAL c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00 146,175.00							146,175.00
14.	S	TOTAL DECRE	ASES				147,350.00	147,350.00
15.	AC	COUNTABILITY	- ENDING				0.00	0.00





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			DAILY A	GENT ACCOUNTABIL	TY SUMMARY		1. DATE 14 March **	
SECT	ION	I - SUMMARY	OF DAILY ACCO	UNTABILITY TRANSACTION	S			
a. LIN	IE NO).		b. DESCRIPTION		c. TODAY	d. MONTH-TO-DATE	
1.	AC	CCOUNTABILIT	TY - Beginning of	Day		0.00	0.00	
2.	I N	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00	140,000.00	
3.	С	VOUCHERED (COLLECTIONS		•	6,000.00	6,000.00	
4.	R E	TREASURY CH	IECK ISSUES	a. Vouchered	b. Other	-		
5.	A	TRANSFERS F	ROM OTHER DISBU	JRSING OFFICERS				
6.	S	EXCHANGE G	AIN ACCUMULATIO	NS				
7.	E	OTHER (Explai	n) SVC Loads			1,350.00	1,350.00	
8.	S	TOTAL INCREA	ASES			147,350.00	147,350.00	
9.	GF	ROSS ACCOUNT	АВІСПҮ			147,350.00	147,350.00	
10.	D E	TRANSFERS T	O OTHER DISBURS	ING OFFICERS				
11.	C R	EXCHANGE LO	OSS ACCUMULATIO	NS				
12.	E A	OTHER (Explai	n) SVC Sales			1,175.00	1,175.00	
13.	13. S RETURNS a. Paid Vouchers 20,000.00 b. Deposit Tickets							
	E	146,175.00	146,175.00					
14.	14. S TOTAL DECREASES 147,350.00							
15.	AC	COUNTABILITY	- ENDING			0.00	0.00	





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			DAILY AC	GENT ACCOUNTABILITY SU	MMARY		1. DATE 14 March **
SECTI	ON	I - SUMMARY	OF DAILY ACCO	UNTABILITY TRANSACTIONS			
a. LIN	E NO	D.		b. DESCRIPTION		c. TODAY	d. Month-to-date
1.	AC	CCOUNTABILIT	Y - Beginning of D	Day		0.00	0.00
2.	N	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00	140,000.00
3.	С	VOUCHERED (COLLECTIONS		•	6,000.00	6,000.00
4.	R E	TREASURY CH	IECK ISSUES	a. Vouchered	b. Other		
5.	A	TRANSFERS F	ROM OTHER DISBU	RSING OFFICERS	•		
6.	s	EXCHANGE GA	AIN ACCUMULATION	IS			
7.	E	OTHER (Explai	n) SVC Loads			1,350.00	1,350.00
8.	S	TOTAL INCREA	ASES			147,350.00	147,350.00
9.	GF	ROSS ACCOUNT	ABILITY			147,350.00	147,350.00
10.	D E	TRANSFERS T	O OTHER DISBURSI	NG OFFICERS			
11.	C R	EXCHANGE LO	SS ACCUMULATION	NS			
12.	E A	OTHER (Explai	n) SVC Sales			1,175.00	1,175.00
13. S RETURNS a. Paid Vouchers 20,000.00 b. Deposit Tickets							146,175.00
	E PRINCIPAL c. Other Returns (Explain) U.S. 100, 440.00, FC-25,000.00, NI 735.00						
14. S TOTAL DECREASES 147,350.00							147,350.00
15.	AC	COUNTABILITY	- ENDING	only		0.00	0.00







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			DAILY AGENT ACCOUNTABILITY SUMMARY		1. DATE 14 March **
SECT	ION	I - SUMMARY	OF DAILY ACCOUNTABILITY TRANSACTIONS		
a. LIN	E NO	D.	b. DESCRIPTION	c. TODAY	d. MONTH-TO-DATE
1.	ΑC	CCOUNTABILIT	Y - Beginning of Day	0.00	0.00
2.	I N	ADVANCES	a. Cash b. Prepositioned Checks c. Other 140,000.00 TOTEIGN CUTTONCY	140,000.00	140,000.00
3.	С	VOUCHERED (6,000.00	6,000.00
4.	R E		ECK ISSUES = a. Vouchered b. Other		
5.	A	TRANSFERS F	ROMOTHER DISBURSING OFFICERS II allige (LDA)		
6.	S	EXCHANGE GA	or negative		
7.	E	OTHER (Explai	rounding	1,350.00	1,350.00
8.	S	TOTAL INCREA	AS E.S. COMMON TO PROCEED TO THE COMMON CONTRACT OF THE CONTRA	147,350.00	147,350.00
9.	GF	ROSS ACCOUNT		147,350.00	147,350.00
10.	D E	TRANSFERS T	O OTHER DISBURSING OFFICERS		
11.	C R	EXCHANGE LO	OSS ACCUMULATIONS		
12.	E A	OTHER (Explai	n) SVC Sales	1,175.00	1,175.00
13.	S	RETURNS TO	a. Paid Vouchers 20,000.00 b. Deposit Tickets		
	E	PRINCIPAL	c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00	146,175.00	146,175.00
14.	S	TOTAL DECRE	ASES	147,350.00	147,350.00
15.	AC	COUNTABILITY	- ENDING	0.00	0.00







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			DAILY A	GENT ACCOUNTABIL	ITY SUMMARY		1. DATE
							14 March **
SECTI	ON	I - SUMMARY	OF DAILY ACCO	OUNTABILITY TRANSACTIO	NS		
a. LIN	E NO).		b. DESCRIPTION		c. TODAY	d. Month-to-date
1.	AC	CCOUNTABILIT	TY - Beginning of	Day JUL 07, 08 111101100000407755 15:29:45 50,00		0.00	0.00
2.	N	ADVANCES	a. Cash 140,000.00	b: Presostiiored Checks 1111811000044777 15:31:36	Total of all	140,000.00	140,000.00
3.	С	VOUCHERED (11111010000407765 15:33:02 \$20.00 1111101100000407759 15:33:36 \$30.00 111110110000407775 15:34:07 \$150.00	SVC card	6,000.00	6,000.00
4.	R E	TREASURY CH		111 N. 100000 1775 25 84 149 525 00 1111 10 100000 1077 25 85 15 575 00 1111 10100000 1078 1 15 85 57 \$250.00	b. Other		
5.	Α		ROM OTHER DISB	CRAND TOTAL C	oales		
6.	S	EXCHANGE GA	AIN ACCUMULATIO	PIEGE VEED END VOIR DEFORMS	loads not		
7.	E	OTHER (Explai	n) SVC Loads	Sales 13	ncluded)	1,350.00	1,350.00
8.	S	TOTAL INCREA	ASES	EVILL	0_ 0_ 0_ 0_ 0_,	147,350.00	147,350.00
9.	GF	ROSS ACCOUNT	ABILITY			147,350.00	147,350.00
10.	D E	TRANSFERS T	O OTHER DISBURS	SING OFFICERS			
11.	C R	EXCHANGE LO	OSS ACCUMULATION	DNS			
12.	E A	OTHER (Explai	n) SVC Sales			1,175.00	1,175.00
13.	S	RETURNS TO	a. Paid Vouchers	,			
	E	PRINCIPAL		(Explain) U.S. 100,440.00, F	C 25,000.00, NI 735.00	146,175.00	146,175.00
14.	14. S TOTAL DECREASES 147,350.00					147,350.00	
15.	AC	COUNTABILITY	- ENDING			0.00	0.00





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		DAILY AGENT ACCOUNTABILITY SUMMARY			1. DATE 14 March **
SECTI	ON	I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS		<u> </u>	
a. LIN	E NO	O STATE OF THE TOTAL PERSONAL MARK STATE OF THE TOTAL PERSONAL PERSONAL PERSONAL PERSONAL PERSONAL PERSONAL PERSONAL PERSONAL PERSON	с. то	ODAY	d. MONTH-TO-DATE
1.	ΑŒ	CCOUNTABILITY - Beginning of Day	iount	0.00	0.00
2.	N	ADVANCE'S TIVE AND THE SECRET AND TH	turned 1	.40,000.00	140,000.00
3.	С	VOUCHERED COLLECTIONS THE COLUMN THAT A COL	A.	6,000.00	6,000.00
4.	R E	TREASURY CHECK ISSUES a. Vouchered in the state of the st			
5.	A	TRANSFERS FROM OTHER DISBUT SING OFFICERS EXCHANGE GAIN ACCUMULATIONS DESCRIPTION OF THE PROPERTY OF THE PRO			
6.	S	Tichrona			
7.	E	OTHER (Explain) SVC Loads INSURUM (ents,	1,350.00	1,350.00
8.	S	TOTAL INCREASES TO TOTAL INCREASE	s. DD	.47,350.00	147,350.00
9.	GI	ROSS ACCOUNTABILITY	$\stackrel{\cdot}{\text{D}}$ and	.47,350.00	147,350.00
10.	D E	TRANSFERS TO OTHER DISBURSING OFFICERS TO OTHER DISBURS TO			
11.	C R	EXCHANGE LOSS ACCUMULATIONS FU			
12.	E A	OTHER (Explain) SVC Sales		1,175.00	1,175.00
13.	S	RETURNS a. Paid Vouchers 20,000.00 b. Deposit Tickets			
	E	PRINCIPAL c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735	5.00	.46,175.00	146,175.00
14.	S	TOTAL DECREASES	1	.47,350.00	147,350.00
15.	AC	CCOUNTABILITY - ENDING		0.00	0.00







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			DAILY A	GENT ACCOUNTABILΠ	Y SUMMARY		1. DATE 14 March **
SECT	ION	I - SUMMARY	OF DAILY ACCO	OUNTABILITY TRANSACTIONS	S		
a. LIN	E NO).		b. Description		c. TODAY	d. Month-to-date
1.	AC	CCOUNTABILIT	Y - Beginning of	Day		0.00	0.00
2.	I N	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00	140,000.00
3.	С	VOUCHERED (OLLECTIONS		•	6,000.00	6,000.00
4.	R E	TREASURY CH	IECK ISSUES	a. Vouchered	b. Other		
5.	A	TRANSFERS F	ROM OTHER DISBU	JRSING OFFICERS	•		
6.	S	EXCHANGE GA	AIN ACCUMULATIO	NS			
7.	E	OTHER (Explai	n) SVC Loads			1,350.00	1,350.00
8.	s	TOTAL INCREA	ASES			147,350.00	147,350.00
9.	GF	ROSS ACCOUNT	ABILITY			147,350.00	147,350.00
10.	D E	TRANSFERS T	O OTHER DISBURS	SING OFFICERS			
11.	C R	EXCHANGE LO	SS ACCUMULATION	DNS	Total		
12.	E A	OTHER (Explai	n) SVC Sales	Г	ecreases	1,175.00	1,175.00
13.	S	RETURNS TO	a. Paid Vouchers	20,000.00 b. Deposit T	ickets		
	E PRINCIPAL c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00						
14.	14. S TOTAL DECREASES 147,350.00						
15.	AC	COUNTABILITY	- ENDING			0.00	0.00





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				GENT ACCOUNTABILITY	SUMMARY		1. DATE 14 March **
SECTI	ION	I - SUMMARY	OF DAILY ACCO	UNTABILITY TRANSACTIONS			
a. LIN	E NO).		b. DESCRIPTION		c. TODAY	d. MONTH-TO-DATE
1.	AC	CCOUNTABILIT	Y - Beginning of I	Day		0.00	0.00
2.	I N	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00	140,000.00
3.	С	VOUCHERED (·		•	6,000.00	6,000.00
4.	R E	TREASURY CH	IECK ISSUES	a. Vouchered	b. Other		
5.	A	TRANSFERS F	ROM OTHER DISBU	RSING OFFICERS			
6.	S	EXCHANGE GA	AIN ACCUMULATIO	NS			
7.	E	OTHER (Explai	n) SVC Loads			1,350.00	1,350.00
8.	s	TOTAL INCREA	ASES			147,350.00	147,350.00
9.	GF	ROSS ACCOUNT	ABILITY	0		147,350.00	147,350.00
10.	D E	TRANSFERS T	O OTHER DISBURS	ING OFFICERS GI	USS		
11.	C R	EXCHANGE LO	OSS ACCUMULATIO	ns account	tability -		
12.	E A	OTHER (Explai	n) SVC Sales	total de	ecreases	1,175.00	1,175.00
13.	S	RETURNS TO	a. Paid Vouchers	20,000.00 b. Deposit Tick			
	E	PRINCIPAL	c. Other Returns	Explain) U.S. 100,440.00, FC 2	5,000.00, NI 735.00	146,175.00	146,175.00
14.	S	TOTAL DECRE	ASES			147,350.00	147,350.00
15.	AC	COUNTABILITY	- ENDING			0.00	0.00

This must equal the Ending Balance on the DD 1081







DD 2665 <u>Section II</u> - (18 of 36) /

SECTI	ION II - DISTRIBU	TION OF AGENT A	ACCOUNTABILI	TY			
a. LIN	E	b. ELEMENT C	F ACCOUNTABILIT	Y	c. Accountability Before transfers	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSIT	ORY	UNITS	RATE			
17.	CASH ON HAND (U	J.S.)			100,440.00	100,440.00	0.00
18.	CASH ON HAND	a. ACCOMODATION	UNITS 2,500,000	RATE 100	25,000	25,000	0.00
	(Foreign)	b. OPERATING	UNITS	RATE			
19.	PREPOSITIONED T	REASURY CHECKS					
20.	NEGOTIABLE INST	RUMENTS (U.S.)			735.00	735.00	0.00
21.	NEGOTIABLE INST (Foreign)	TRUMENTS	units Ite	rms in			
22.	MILITARY PAYMEN	NT CERTIFICATES	cas	shier's			
23.	PAID VOUCHERS		accou	ıntability	20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSI	Т		umants			
25.	FUNDS WITH SUB	AGENTS	ond	sash on			
26.	DEPOSIT TICKETS	(not LDA)	anu	casii uii -			
27.	DISHONORED CHE	CKS RECEIVABLE	n	anc item			
28.	CHECK OVERDRA	FTS RECEIVABLE		return			
29.	LOSS OF FUNDS			prir			
30.	DEFERRED VOUC	HERS		(docu			
31.	OTHER (Explain)			(4000			
32.	TOTAL AGENT AC	COUNTABILITY		Casi	146,175.00	146,175.00	0.00







DD 2665 Section II - (19 of 36)

LIMITED DEPOSITO		F ACCOUNTABILITY	7		- ACCOUNT			
	NDV.	DE b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNT BEFORE T	rability Ransfers	d. RETURNS TO PRINCIPAL	e. Accountability After transfers
	DKY	UNITS	RATE					
CASH ON HAND (U.S.)					NT - 4	100,440.00	100,440.00	0.00
CASH ON HAND	a. ACCOMODATION	UNITS 2,500,000	RATE	100	NOT	25,000	25,000	0.00
(Foreign)	b. OPERATING	UNITS	RATE	appl	icabl	e to		
PREPOSITIONED T	REASURY CHECKS		•		7.0			
NEGOTIABLE INST	RUMENTS (U.S.)					735.00	735.00	0.00
NEGOTIABLE INST (Foreign)	RUMENTS	UNITS	RATE					
MILITARY PAYMEN	IT CERTIFICATES							
PAID VOUCHERS						20,000.00	20,000.00	0.00
FUNDS IN TRANSΠ								
FUNDS WITH SUBA	AGENTS							
DEPOSIT TICKETS	(not LDA)							
DISHONORED CHE	CKS RECEIVABLE							
CHECK OVERDRAI	FTS RECEIVABLE							
LOSS OF FUNDS								
DEFERRED VOUCH	HERS							
OTHER (Explain)								
TOTAL AGENT ACC	COUNTABILITY					146,175.00	146,175.00	0.00
	CASH ON HAND Foreign) PREPOSITIONED T REGOTIABLE INST REGOTIABLE INST Foreign) MILITARY PAYMEN PAID VOUCHERS FUNDS IN TRANSIT FUNDS WITH SUBAR REPOSIT TICKETS DISHONORED CHE CHECK OVERDRAI ROSS OF FUNDS DEFERRED VOUCH OTHER (Explain)	a. ACCOMODATION Foreign) b. OPERATING PREPOSITIONED TREASURY CHECKS REGOTIABLE INSTRUMENTS (U.S.) REGOTIABLE INSTRUMENTS Foreign) MILITARY PAYMENT CERTIFICATES PAID VOUCHERS RUNDS IN TRANSIT RUNDS WITH SUBAGENTS DEPOSIT TICKETS (not LDA) DISHONORED CHECKS RECEIVABLE CHECK OVERDRAFTS RECEIVABLE COSS OF FUNDS DEFERRED VOUCHERS	ASH ON HAND Foreign) B. OPERATING UNITS PREPOSITIONED TREASURY CHECKS DEGOTIABLE INSTRUMENTS (U.S.) DEGOTIABLE INSTRUMENTS Foreign) MILITARY PAYMENT CERTIFICATES PAID VOUCHERS UNDS IN TRANSIT UNDS WITH SUBAGENTS DEPOSIT TICKETS (not LDA) DISHONORED CHECKS RECEIVABLE CHECK OVERDRAFTS RECEIVABLE CHECK OVERDRAFTS RECEIVABLE COSS OF FUNDS DEFERRED VOUCHERS DTHER (Explain)	ASH ON HAND Foreign) a. ACCOMODATION b. OPERATING UNITS RATE REPOSITIONED TREASURY CHECKS REGOTIABLE INSTRUMENTS (U.S.) REGOTIABLE INSTRUMENTS Foreign) MILITARY PAYMENT CERTIFICATES UNITS RATE PAID VOUCHERS UNDS IN TRANSIT UNDS WITH SUBAGENTS DEPOSIT TICKETS (not LDA) DISHONORED CHECKS RECEIVABLE CHECK OVERDRAFTS RECEIVABLE CHECK OVERDRAFT RECEIVABLE CHECK OVERDRAFT RECEIVABLE CHECK OVERDRAFT RECEIVA	ASH ON HAND Foreign) B. OPERATING UNITS RATE APPL REPOSITIONED TREASURY CHECKS REGOTIABLE INSTRUMENTS (U.S.) REGOTIABLE INSTRUMENTS Foreign) MILITARY PAYMENT CERTIFICATES PAID VOUCHERS UNDS IN TRANSIT UNDS WITH SUBAGENTS DEPOSIT TICKETS (not LDA) DISHONORED CHECKS RECEIVABLE CHECK OVERDRAFTS R	ACCOMODATION UNITS 2,500,000 RATE 100 Foreign) B. OPERATING UNITS RATE applicable repositioned treasury checks REGOTIABLE INSTRUMENTS (U.S.) REGOTIABLE INSTRUMENTS UNITS RATE Foreign) MILITARY PAYMENT CERTIFICATES FUNDS IN TRANSIT FUNDS WITH SUBAGENTS DEPOSIT TICKETS (not LDA) DISHONORED CHECKS RECEIVABLE CHECK OVERDRAFTS RECEIVABLE COSS OF FUNDS DEFERRED VOUCHERS DITHER (Explain)	ASSH ON HAND Foreign) a. ACCOMODATION UNITS 2,500,000 RATE 1.00 IN Cable to PREPOSITIONED TREASURY CHECKS DESCRIPTIONED TR	ASSH ON HAND Foreign) B. OPERATING UNITS RATE ADDICABLE tO REPOSITIONED TREASURY CHECKS REGOTIABLE INSTRUMENTS RATE ROPEIGN VILITARY PAYMENT CERTIFICATES RAID VOUCHERS RUNDS WITH SUBAGENTS RUNDS WITH SUBAGENTS REPOSIT TICKETS (not LDA) RESTRUMENTS REPOSIT TICKETS (not LDA) RESTRUMENTS REPOSIT TICKETS RECEIVABLE REPOSIT TICKETS REPOSIT







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SECT	ON II - DISTRIBU	TION OF AGENT A	ACCOUNTABILI	ПΥ			
a. LIN	E	b. ELEMENT C	OF ACCOUNTABILIT	Υ	c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. Accountability After transfers
16.	LIMITED DEPOSIT	ORY	UNITS	RATE			
17.	CASH ON HAND (U	J.S.)			100,440.00	100,440.00	0.00
18.	CASH ON HAND	a. ACCOMODATION	UNITS 2,500,000	RATE 100	25,000	25,000	0.00
	(Foreign)	b. OPERATING	UNITS	RATE			
19.	PREPOSITIONED 1	REASURY CHECKS					
20.	NEGOTIABLE INST	TRUMENTS (U.S.)			735.00	735.00	0.00
21.	NEGOTIABLE INST (Foreign)		UNITS	RATE			
22.	MILITARY PAYMEN	NT CERTIFICATES					
23.	PAID VOUCHERS		Physic	cal	20,000.00	20,000.00	Physica 9.00
24.	FUNDS IN TRANSI	T D	Oollar c	ount	returned t	\mathbf{D}	llar count
25.	FUNDS WITH SUB	AGENTS	· · · · · · · · · · · · · · · · · · ·	~ ·			
26.	DEPOSIT TICKETS		befor	e		alt	er returns
27.	DISHONORED CHE	CKS RECEIVABLE					
28.	CHECK OVERDRA	FTS RECEIVABLE	A 2 3 A	DATE IN IS COT			
29.	LOSS OF FUNDS	n 20	Section College Company				
30.	DEFERRED VOUC	HERS	D.D.	NDB PD DO AND			
31.	OTHER (Explain)						
32.	TOTAL AGENT AC	COUNTABILITY			146,175.00	146,175.00	0.00







DD 2665 Section II - (21 of 36)

SECT	ON II - DISTRIBUTION OF AGENT ACCOUNTABILITY			
a. LIN	loday's businessessountablity	c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. Accountability After transfers
16.	LIMITED DEPOSITORY UNITS RATE EXC D 2 D CP T 2 T 2			,
17.	CASH ON HAND (U.S.)	100,440.00	100,440.00	0.00
18.	CASH ON HAND a. ACCOMODATION UNITS 2,500,000 RATE 100	25,000	25,000	0.00
	(Foreign) b. OPERATING UNITS RATE			
19.	PREPOSITIONED TREASURY CHECKS			
20.	NEGOTIABLE INSTRUMENTS (U.S.)	735.00	735.00	0.00
21.	NEGOTIABLE INSTRUMENTS UNITS RATE (Foreign)			
22.	MILITARY PAYMENT CERTIFICATES			
23	PAID VOUGHERS DOLLAR VOLUM	20,000.00	20,000.00	nysical 60
24.	FUNDS IN TRANSIT			
25	FUNDS WITH SUBAGENTS DETOTE	to princip	al Co	Juiit aitei
26.	DEPOSITATIONETS (not LDA)			returns
27.	DISHONORED CHECKS RECEIVABLE			
28.	CHECK OVERDRAFTS RECEIVABLE			
29.	LOSS OF FUNDS			
30.	DEFERRED VOUCHERS			
31.	OTHER (Explain)			
32.	TOTAL AGENT ACCOUNTABILITY	146,175.00	146,175.00	0.00







DD 2665 Section II - (22 of 36)

SECTI	ON II - DISTRIBU	TION OF AGENT A	ACCOUNTABIL	TY			
a. LIN	E	b. ELEMENT C	OF ACCOUNTABILITY	Y	c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. Accountability After Transfers
16.	LIMITED DEPOSIT	ORY	UNITS	RATE			
17.	CASH ON HAND (U	J.S.)			100,440.00	100,440.00	0.00
18.	CASH ON HAND	a. ACCOMODATION	UNITS 2,500,000	RATE 100	25,000	25,000	0.00
	(Foreign)	b. OPERATING	UNITS	RATE			
19.	PREPOSITIONED T	REASURY CHECKS					
20.	NEGOTIABLE INST	RUMENTS (U.S.)			735.00	735.00	0.00
21.	NEGOTIABLE INST (Foreign)	TRUMENTS	UNITS	RATE			
22.	MILITARY PAYMEN	NT CERTIFICATES					
23.	PAID VOUCHERS				20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSI	Т		Only	used if a	cashier	
25.	FUNDS WITH SUB	AGENTS		•	1 1		
26.	DEPOSIT TICKETS	(not LDA)		was i	ssued a 1	reasury	
27.	DISHONORED CHE	CKS RECEIVABLE		Ch	eck on lir	ie 2b	
28.	CHECK OVERDRA	FTS RECEIVABLE		ahos	a and the	chock	
29.	LOSS OF FUNDS				o and the		
30.	DEFERRED VOUC	HERS					
31.	OTHER (Explain)						
32.	TOTAL AGENT AC	COUNTABILITY			146,175.00	146,175.00	0.00







DD 2665 Section II - (23 of 36)

a. LINI		b. ELEMENT C	F ACCOUNTABILIT	Υ	c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSIT	ORY	UNITS	RATE			
17.	CASH ON HAND (U	I.S.)			100,440.00	100,440.00	0.00
18.	CASH ON HAND	a. ACCOMODATION	UNITS 2,500,000	RATE 100	25,000	25,000	0.00
	(Foreign)	b. OPERATING	UNITS	RATE			
19.	PREPOSITIONED 1	REASURY CHECKS					
20.	NEGOTIABLE INST	RUMENTS (U.S.)			735.00	735.00	0.00
21.	NEGOTIABLE INST (Foreign)		UNITS	RATE			
22.	MILITARY PAYMEN	IT CERTIFICATES					
23.	PAID VOUCHERS				20,000.00	20,000.00	0.00
24.	FUNDS IN TRANS	Cash	ed chec	cks	47	Ch	ecks afte
25.	FUNDS WITH SUB	AGENTS					
26.	DEPOSIT TICKETS	(not LDA) CIOI	e retur	115			returns
27.	DISHONORED CH	CKS RECEIVABLE B	Mich : {9BA187AB-8448-4A2F-86BE-0552A701702D} Date: 07/14/2000 1:10:53PM				
28.	CHECK OVERDRA	FTS RECEIVABLE	Printed By: cashler				
29.	LOSS OF FUNDS	REY - [Status: [A]ss Birklets StUMs Birklets StUms	No. Check No.	Amount Configurable Fields	Chec	KS	
30.	DEFERRED VOUC	YOUR FRANCIAL INSTITU	POSTAL MONEY ORDER	\$200.00 SSN: 44444444 \$80.00 SSN: 385917411	returne	d to	
31.	OTHER (Explain)	A N 1801007004040000180 (4)	FETER OLLAS & OD-PRINCESSAN	\$100.00 SSN: 835933323		-	
32.	TOTAL AGENT AC	COUNTABILITY (6)	90 27 00 18 ADSTER TEXES Pour SAUZISSO NZ -4021CC 15 -608	2224 35219562 e08808080	146,175.00	146,175.00	0.00









DD 2665 Section II - (24 of 36)

SECT	ION II - DISTRIBU	TION OF AGENT A	ACCOUNTABILI	TY			
a. LIN	E	b. ELEMENT C	F ACCOUNTABILIT	Υ	c. Accountability Before Transfers	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSIT	ORY	UNITS	RATE			
17.	CASH ON HAND (U	J.S.)			100,440.00	100,440.00	0.00
18.	CASH ON HAND	a. ACCOMODATION	UNITS 2,500,000	RATE 100	25,000	25,000	0.00
	(Foreign)	b. OPERATING	UNITS	RATE			
19.	PREPOSITIONED	REASURY CHECKS		•			
20.	NEGOTIABLE INST	TRUMENTS (U.S.)			735.00	735.00	0.00
21.	NEGOTIABLE INST (Foreign)	TRUMENTS	UNITS	RATE			
22.	MILITARY PAYMEI	NT CERTIFICATES					
23.	PAID VOUCHERS				20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSI	Т			Not		
25.	FUNDS WITH SUB	AGENTS		2.50	- licable		
26.	DEPOSIT TICKETS	(not LDA)		ap	hiicanie		
27.	DISHONORED CHI	ECKS RECEIVABLE					
28.	CHECK OVERDRA	FTS RECEIVABLE					
29.	LOSS OF FUNDS						
30.	DEFERRED VOUC	HERS					
31.	OTHER (Explain)						
32.	TOTAL AGENT AC	COUNTABILITY			146,175.00	146,175.00	0.00







DD 2665 Section II - (25 of 36)

SECT	ON II - DISTRIBU	TION OF AGENT A	ACCOUNTABILI	TY			
a. LIN	E	b. ELEMENT C	F ACCOUNTABILIT	Y	c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSIT	ORY	UNITS	RATE			
17.	CASH ON HAND (U	J.S.)			100,440.00	100,440.00	0.00
18.	CASH ON HAND	a. ACCOMODATION	UNITS 2,500,000	RATE 100	25,000	25,000	0.00
	(Foreign)	b. OPERATING	UNITS	RATE			
19.	PREPOSITIONED 1	REASURY CHECKS		•			
20.	NEGOTIABLE INST	RUMENTS (U.S.)			735.00	735.00	0.00
21.	NEGOTIABLE INST (Foreign)	TRUMENTS	UNITS	RATE			
22.	MILITARY PAYMEN	NT CERTIFICATES					
23.	PAID VOUCHERS				20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSI	Т			Not		
25.	FUNDS WITH SUB	AGENTS			- 1: 1-1 -		
26.	DEPOSIT TICKETS	(not LDA)		al	hucanie		
27.	DISHONORED CHE	CKS RECEIVABLE					
28.	CHECK OVERDRA	FTS RECEIVABLE					
29.	LOSS OF FUNDS						
30.	DEFERRED VOUC	HERS					
31.	OTHER (Explain)						
32.	TOTAL AGENT AC	COUNTABILITY			146,175.00	146,175.00	0.00







DD 2665 Section II - (26 of 36)

a. LINE	b. ELEMENT OF ACCOUNTABILITY				c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITO	ORY	UNITS	RATE			
17.	CASH ON HAND (U	J.S.)			100,440.00	100,440.00	0.00
18.	CASH ON HAND a. ACCOMODATION UNITS 2,500,000 RATE 100				25,000	25,000	0.00
	(Foreign)	b. OPERATING	UNITS	RATE			
19.	PREPOSITIONED T	REASURY CHECKS					
20.	NEGOTIABLE INST	RUMENTS (U.S.)			735.00	735.00	0.00
	NEGOTIABLE INST (Foreign)	RUMENTS	UNITS	RATE			
22.	MILITARY PAYMEN	NT CERTIFICATES					
23.	PAID VOUCHERS				20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSI	Г					
25.	FUNDS WITH SUB	AGENTS					
	DEPOSIT TICKETS		id Von	charc			
		CKS RECEIVABLE	iiu vou	CHEIS			
28.	CHECK OVERDRA	FTS RECEIVABLE (etore re	turns	Pa	id	Paid
29.	LOSS OF FUNDS	PUBLIC VOUCEER FOR PUBLIC VOUCEE	ASCISATO PRODUCTION CONTROL CO	ACTIVE MARINE OFFICER Strong services and active and active and active	Vouc	hors	Voucho
30.	DEFERRED VOUC	HERS	LIC YOUR TRANSPORT THAN PERSONAL TRANSPORT THE TRANSPORT THE TRANSPORT THAN PERSONAL TRANSPORT THE TRANSPORT THAN PERSONAL TRA	ACTIVE AIR FORCE ENLISTED OUT TO A REPORTED 187 OUT TO A REPORT	- Vouc		Toucile.
31.	OTHER (Explain)	## ## ## ## ## ## ## ## ## ## ## ## ##	CONT. AMS. HOLD. DEL		retur	lea to	
32.	TOTAL AGENT AC	COUNTABILITY	MODEL STATE OF THE	SUM SEE	146,175.00	146,175.00	0.00







DD 2665 Section II - (27 of 36)

ON II - DISTRIBU	TION OF AGENT A	ACCOUNTABILI	TY			
E	b. ELEMENT C	F ACCOUNTABILIT	Y	c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
LIMITED DEPOSIT	ORY	UNITS	RATE			
CASH ON HAND (U	J.S.)			100,440.00	100,440.00	0.00
CASH ON HAND	a. ACCOMODATION	UNITS 2,500,000	RATE 100	25,000	25,000	0.00
(Foreign)	b. OPERATING	UNITS	RATE			
PREPOSITIONED 1	REASURY CHECKS		•			
NEGOTIABLE INST	TRUMENTS (U.S.)			735.00	735.00	0.00
NEGOTIABLE INST (Foreign)	TRUMENTS	UNITS	RATE			
MILITARY PAYMEN	NT CERTIFICATES					
PAID VOUCHERS				20,000.00	20,000.00	0.00
FUNDS IN TRANSI	Т					
FUNDS WITH SUB	AGENTS			l'aslala da		
DEPOSIT TICKETS	(not LDA)		app.	ilcable to		
DISHONORED CHE	CKS RECEIVABLE					
CHECK OVERDRA	FTS RECEIVABLE					
LOSS OF FUNDS						
DEFERRED VOUC	HERS					
OTHER (Explain)						
TOTAL AGENT AC	COUNTABILITY			146,175.00	146,175.00	0.00
	LIMITED DEPOSITIONED TO CASH ON HAND (UCASH ON HAND (UCASH ON HAND (Foreign)) PREPOSITIONED TO NEGOTIABLE INSTRUCTIONED CHECKOUCHERS FUNDS IN TRANSFIFUNDS WITH SUBJECT OF THE CHECK OVERDRALLOSS OF FUNDS DEFERRED VOUCOUCHERS DEFERRED VOU	LIMITED DEPOSITORY CASH ON HAND (U.S.) CASH ON HAND (U.S.) CASH ON HAND (U.S.) CASH ON HAND (DEPOSITION OF THE ASSETTION	LIMITED DEPOSITORY CASH ON HAND (U.S.) CASH ON HAND (Foreign) D. OPERATING PREPOSITIONED TREASURY CHECKS NEGOTIABLE INSTRUMENTS (U.S.) NEGOTIABLE INSTRUMENTS (Foreign) MILITARY PAYMENT CERTIFICATES PAID VOUCHERS FUNDS IN TRANSIT FUNDS WITH SUBAGENTS DEPOSIT TICKETS (not LDA) DISHONORED CHECKS RECEIVABLE CHECK OVERDRAFTS RECEIVABLE LOSS OF FUNDS DEFERRED VOUCHERS OTHER (Explain)	LIMITED DEPOSITORY CASH ON HAND (U.S.) CASH ON HAND (Foreign) b. OPERATING UNITS RATE PREPOSITIONED TREASURY CHECKS NEGOTIABLE INSTRUMENTS (U.S.) NEGOTIABLE INSTRUMENTS (Foreign) MILITARY PAYMENT CERTIFICATES PAID VOUCHERS FUNDS IN TRANSIT FUNDS WITH SUBAGENTS DEPOSIT TICKETS (not LDA) DISHONORED CHECKS RECEIVABLE CHECK OVERDRAFTS RECEIVABLE LOSS OF FUNDS DEFERRED VOUCHERS OTHER (Explain)	LIMITED DEPOSITORY LIMITED DEPOSITORY UNITS RATE CASH ON HAND (U.S.) CASH ON HAND (Foreign) D. OPERATING INITS RATE PREPOSITIONED TREASURY CHECKS NEGOTIABLE INSTRUMENTS (Foreign) MILITARY PAYMENT CERTIFICATES PAID VOUCHERS DEPOSIT TICKETS (not LDA) DISHONORED CHECKS RECEIVABLE CHECK OVERDRAFTS RECEIVABLE LOSS OF FUNDS DEFERRED VOUCHERS OTHER (Explain)	B. B. ELEMENT OF ACCOUNTABILITY C. ACCOUNTABILITY BEFORE TRANSFERS C. ACCOUNTABILITY C. ACCOUNTABIL







DD 2665 Section II - (28 of 36)

SECT	ION II - DISTRIBU	TION OF AGENT A	ACCOUNTABILI	TY			
a. LIN	E	b. ELEMENT C	F ACCOUNTABILIT	Υ	c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. Accountability After transfers
16.	LIMITED DEPOSIT	ORY	UNITS	RATE			
17.	CASH ON HAND (U	J.S.)			100,440.00	100,440.00	0.00
18.	CASH ON HAND	a. ACCOMODATION	UNITS 2,500,000	RATE 100	25,000	25,000	0.00
	(Foreign)	b. OPERATING	UNITS	RATE			
19.	PREPOSITIONED 1	REASURY CHECKS		•			
20.	NEGOTIABLE INST	RUMENTS (U.S.)			735.00	735.00	0.00
21.	NEGOTIABLE INST (Foreign)	TRUMENTS	UNITS	RATE			
22.	MILITARY PAYMEN	NT CERTIFICATES					
23.	PAID VOUCHERS				20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSI	Г		DA's	only. Fur	h	
25.	FUNDS WITH SUB	AGENTS					
26.	DEPOSIT TICKETS	(not LDA)		out	with Fayin	.19	
27.	DISHONORED CHE	CKS RECEIVABLE		P	lgents or		
28.	CHECK OVERDRA	FTS RECEIVABLE			Cachiere		
29.	LOSS OF FUNDS						
30.	DEFERRED VOUC	HERS					
31.	OTHER (Explain)						
32.	TOTAL AGENT AC	COUNTABILITY			146,175.00	146,175.00	0.00







DD 2665 Section II - (29 of 36)

ION II - DISTRIBU	TION OF AGENT A	ACCOUNTABILI	ΤΥ			
E	b. ELEMENT C	F ACCOUNTABILIT	Υ	c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
LIMITED DEPOSIT	ORY	UNITS	RATE			
CASH ON HAND (U	J.S.)		100,440.00	100,440.00	0.00	
CASH ON HAND	a. ACCOMODATION	UNITS 2,500,000	RATE 100	25,000	25,000	0.00
(Foreign)	b. OPERATING	UNITS	RATE			
PREPOSITIONED 1	REASURY CHECKS					
NEGOTIABLE INST	RUMENTS (U.S.)		735.00	735.00	0.00	
NEGOTIABLE INST (Foreign)	TRUMENTS	UNITS	RATE			
MILITARY PAYMEN	NT CERTIFICATES					
PAID VOUCHERS				20,000.00	20,000.00	0.00
FUNDS IN TRANSI	Т		Apn	licable to		
FUNDS WITH SUB	AGENTS		DA			
DEPOSIT TICKETS	(not LDA)					
DISHONORED CHE	CKS RECEIVABLE					
CHECK OVERDRA	FTS RECEIVABLE					
LOSS OF FUNDS						
DEFERRED VOUC	HERS					
OTHER (Explain)						
TOTAL AGENT AC	COUNTABILITY			146,175.00	146,175.00	0.00
	LIMITED DEPOSITOR CASH ON HAND (UCASH ON HAND (UCASH ON HAND (Foreign)) PREPOSITIONED TO NEGOTIABLE INSTANCE (Foreign) MILITARY PAYMENT PAID VOUCHERS FUNDS IN TRANSITE FUNDS WITH SUBJECT OF FUNDS (CHECK OVERDRALLOSS OF FUNDS) DEFERRED VOUCHERS DEFERRED V	LIMITED DEPOSITORY CASH ON HAND (U.S.) CASH ON HAND (U.S.) CASH ON HAND (U.S.) (Foreign) b. OPERATING PREPOSITIONED TREASURY CHECKS NEGOTIABLE INSTRUMENTS (U.S.) NEGOTIABLE INSTRUMENTS (Foreign) MILITARY PAYMENT CERTIFICATES PAID VOUCHERS FUNDS IN TRANSIT FUNDS WITH SUBAGENTS DEPOSIT TICKETS (not LDA) DISHONORED CHECKS RECEIVABLE CHECK OVERDRAFTS RECEIVABLE LOSS OF FUNDS DEFERRED VOUCHERS	LIMITED DEPOSITORY CASH ON HAND (U.S.) CASH ON HAND (Foreign) D. OPERATING OPERATING PREPOSITIONED TREASURY CHECKS NEGOTIABLE INSTRUMENTS (U.S.) NEGOTIABLE INSTRUMENTS (Foreign) MILITARY PAYMENT CERTIFICATES PAID VOUCHERS FUNDS IN TRANSIT FUNDS WITH SUBAGENTS DEPOSIT TICKETS (not LDA) DISHONORED CHECKS RECEIVABLE CHECK OVERDRAFTS RECEIVABLE LOSS OF FUNDS DEFERRED VOUCHERS OTHER (Explain)	LIMITED DEPOSITORY CASH ON HAND (U.S.) CASH ON HAND (Foreign) b. OPERATING UNITS RATE PREPOSITIONED TREASURY CHECKS NEGOTIABLE INSTRUMENTS (U.S.) NEGOTIABLE INSTRUMENTS (Foreign) MILITARY PAYMENT CERTIFICATES PAID VOUCHERS FUNDS IN TRANSIT FUNDS WITH SUBAGENTS DEPOSIT TICKETS (not LDA) DISHONORED CHECKS RECEIVABLE CHECK OVERDRAFTS RECEIVABLE LOSS OF FUNDS DEFERRED VOUCHERS OTHER (Explain)	LIMITED DEPOSITORY UNITS RATE CASH ON HAND (U.S.) CASH ON HAND (Foreign) D. OPERATING INITS RATE PREPOSITIONED TREASURY CHECKS NEGOTIABLE INSTRUMENTS (Foreign) MILITARY PAYMENT CERTIFICATES PAID VOUCHERS FUNDS IN TRANSIT FUNDS WITH SUBAGENTS DEPOSIT TICKETS (not LDA) DISHONORED CHECKS RECEIVABLE CHECK OVERDRAFTS RECEIVABLE LOSS OF FUNDS DEFERRED VOUCHERS OTHER (Explain)	B. ELEMENT OF ACCOUNTABILITY C. ACCOUNTABILITY BEFORE TRANSFERS Deposition







DD 2665 Section II - (30 of 36)

SECT	ION II - DISTRIBU	TION OF AGENT A	CCOUNTABIL	TY			
a. LIN	E	b. ELEMENT (F ACCOUNTABILITY	Y	c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. Accountability After transfers
16.	LIMITED DEPOSIT	ORY	UNITS	RATE			
17.	CASH ON HAND (U	J.S.)			100,440.00	100,440.00	0.00
18.	CASH ON HAND	a. ACCOMODATION	UNITS 2,500,000	RATE 100	25,000	25,000	0.00
	(Foreign)	b. OPERATING	UNITS	RATE			
19.	PREPOSITIONED TREASURY CHECKS						
20.	NEGOTIABLE INST	TRUMENTS (U.S.)			735.00	735.00	0.00
21.	NEGOTIABLE INST (Foreign)	TRUMENTS	UNITS	RATE			
22.	MILITARY PAYMEI	NT CERTIFICATES					
23.	PAID VOUCHERS				20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSI	Т		Ann	cable to		
25.	FUNDS WITH SUB	AGENTS		DAG	ad abassa		
26.	DEPOSIT TICKETS	(not LDA)		DA a	nu anove		
27.	DISHONORED CH	ECKS RECEIVABLE					
28.	CHECK OVERDRA	FTS RECEIVABLE					
29.	LOSS OF FUNDS						
30.	DEFERRED VOUC	HERS					
31.	OTHER (Explain)						
32.	TOTAL AGENT AC	COUNTABILITY			146,175.00	146,175.00	0.00







DD 2665 Section II - (31 of 36)

on II - distribu	TION OF AGENT A	ACCOUNTABILE	TY			
E	b. ELEMENT C	OF ACCOUNTABILITY	Y	c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. Accountability After transfers
LIMITED DEPOSIT	ORY	UNITS	RATE			
7. CASH ON HAND (U.S.)				100,440.00	100,440.00	0.00
CASH ON HAND	a. ACCOMODATION	UNITS 2,500,000	RATE 100	25,000	25,000	0.00
(Foreign)	b. OPERATING	UNITS	RATE			
PREPOSITIONED T	REASURY CHECKS					
0. NEGOTIABLE INSTRUMENTS (U.S.)				735.00	735.00	0.00
NEGOTIABLE INST (Foreign)	TRUMENTS	UNITS	RATE			
MILITARY PAYMEN	NT CERTIFICATES					
PAID VOUCHERS				20,000.00	20,000.00	0.00
FUNDS IN TRANSI	Т		Ann	cable to		
FUNDS WITH SUB	AGENTS		DA	ad abarra		
DEPOSIT TICKETS	(not LDA)		DA a	nu above		
DISHONORED CHE	CKS RECEIVABLE					
CHECK OVERDRA	FTS RECEIVABLE					
LOSS OF FUNDS						
DEFERRED VOUC	HERS					
OTHER (Explain)						
TOTAL AGENT AC	COUNTABILITY			146,175.00	146,175.00	0.00
	LIMITED DEPOSITE CASH ON HAND (U CASH ON HAND (U CASH ON HAND (Foreign) PREPOSITIONED T NEGOTIABLE INST (Foreign) MILITARY PAYMEI PAID VOUCHERS FUNDS IN TRANSI FUNDS WITH SUB, DEPOSIT TICKETS DISHONORED CHI CHECK OVERDRA LOSS OF FUNDS DEFERRED VOUC OTHER (Explain)	LIMITED DEPOSITORY CASH ON HAND (U.S.) CASH ON HAND (U.S.) CASH ON HAND (I.S.) (Foreign) b. OPERATING PREPOSITIONED TREASURY CHECKS NEGOTIABLE INSTRUMENTS (U.S.) NEGOTIABLE INSTRUMENTS (Foreign) MILITARY PAYMENT CERTIFICATES PAID VOUCHERS FUNDS IN TRANSIT FUNDS WITH SUBAGENTS DEPOSIT TICKETS (not LDA) DISHONORED CHECKS RECEIVABLE CHECK OVERDRAFTS RECEIVABLE LOSS OF FUNDS DEFERRED VOUCHERS	LIMITED DEPOSITORY CASH ON HAND (U.S.) CASH ON HAND (Foreign) D. OPERATING PREPOSITIONED TREASURY CHECKS NEGOTIABLE INSTRUMENTS (U.S.) NEGOTIABLE INSTRUMENTS (Foreign) MILITARY PAYMENT CERTIFICATES PAID VOUCHERS FUNDS IN TRANSIT FUNDS WITH SUBAGENTS DEPOSIT TICKETS (not LDA) DISHONORED CHECKS RECEIVABLE CHECK OVERDRAFTS RECEIVABLE LOSS OF FUNDS DEFERRED VOUCHERS OTHER (Explain)	LIMITED DEPOSITORY CASH ON HAND (U.S.) CASH ON HAND (Foreign) b. OPERATING UNITS RATE PREPOSITIONED TREASURY CHECKS NEGOTIABLE INSTRUMENTS (U.S.) NEGOTIABLE INSTRUMENTS (Foreign) MILITARY PAYMENT CERTIFICATES PAID VOUCHERS FUNDS IN TRANSIT FUNDS WITH SUBAGENTS DEPOSIT TICKETS (not LDA) DISHONORED CHECKS RECEIVABLE CHECK OVERDRAFTS RECEIVABLE LOSS OF FUNDS DEFERRED VOUCHERS OTHER (Explain)	D. ELEMENT OF ACCOUNTABILITY C. ACCOUNTABILITY BEFORE TRANSFERS	LIMITED DEPOSITORY UNITS RATE CASH ON HAND (U.S.) 100,440.00 100,440.00 CASH ON HAND (U.S.) 100,440.00 25,000 25,000 (Foreign) b. OPERATING UNITS RATE PREPOSITIONED TREASURY CHECKS NEGOTIABLE INSTRUMENTS (U.S.) 735.00 735.00 MILITARY PAYMENT CERTIFICATES PAID VOUCHERS 20,000.00 20,000.00 FUNDS IN TRANSIT FUNDS WITH SUBAGENTS DEPOSIT TICKETS (not LDA) DISHONORED CHECKS RECEIVABLE CHECK OVERDRAFTS RECEIVABLE LOSS OF FUNDS DEFERRED VOUCHERS OTHER (Explain)









DD 2665 Section II - (32 of 36)

SECT	ON II - DISTRIBUTION OF AGENT A	CCOUNTABILITY			
a. LIN		F ACCOUNTABILITY	c. Accountability Before Transfers	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS RATE			
17.	CASH ON HAND (U.S.)		100,440.00	100,440.00	0.00
18.	CASH ON HAN COMPANY OF THE PROPERTY OF THE PRO	UNITS 2,500,000 RATE 100	25,000	25,000	0.00
	(Foreign)	UNITS RATE Processed on			
19.	PREPOSITION State of Print State of	- OF 1017 C			
20.	NEGOTIABLE	a OF 1017-G.	735.00	735.00	0.00
21.	NEGOTIABLE (Foreign)	UNITSUST DERATE			
22.	MILITARY PAY	reported on			
23.	PAID VOUCHE	the DD 2665	20,000.00	20,000.00	0.00
24.	FUNDS IN TRA	and returned			
25.	FUNDS WITH S	on the			
26.	DEPOSIT TICKETS (not LDA)	DD1001			
27.	DISHONORED CHECKS RECEIVABLE	DD 1901			
28.	CHECK OVERDRAFTS RECEIVABLE				
29.	LOSS OF FUNDS				
30.	DEFERRED VOUCHERS				
31.	OTHER (Explain)				
32.	TOTAL AGENT ACCOUNTABILITY		146,175.00	146,175.00	0.00







DD 2665 Section II - (33 of 36)

on II - distribu	TION OF AGENT A	ACCOUNTABIL	ΤΥ			
E	b. ELEMENT C	OF ACCOUNTABILITY	Y	c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. Accountability After transfers
LIMITED DEPOSITO	ORY	UNITS	RATE			
CASH ON HAND (U	J.S.)		100,440.00	100,440.00	0.00	
CASH ON HAND	a. ACCOMODATION	UNITS 2,500,000	RATE 100	25,000	25,000	0.00
(Foreign)	b. OPERATING	UNITS	RATE			
PREPOSITIONED T	REASURY CHECKS					
NEGOTIABLE INST	TRUMENTS (U.S.)		735.00	735.00	0.00	
NEGOTIABLE INST (Foreign)	TRUMENTS	UNITS	RATE			
MILITARY PAYMEN	NT CERTIFICATES					
PAID VOUCHERS				20,000.00	20,000.00	0.00
FUNDS IN TRANSI	Т		Ann	icable to		
FUNDS WITH SUB	AGENTS		DA	ad abassa		
DEPOSIT TICKETS	(not LDA)		DA a	iiu anove		
DISHONORED CHE	CKS RECEIVABLE					
CHECK OVERDRA	FTS RECEIVABLE					
LOSS OF FUNDS						
DEFERRED VOUC	HERS					
OTHER (Explain)						
TOTAL AGENT AC	COUNTABILITY			146,175.00	146,175.00	0.00
	LIMITED DEPOSITION CASH ON HAND (UCASH ON HAND (UCASH ON HAND (Foreign)) PREPOSITIONED TO NEGOTIABLE INSTANCE (Foreign) MILITARY PAYMENT PAID VOUCHERS FUNDS IN TRANSITE FUNDS WITH SUBJECT TO SUBHONORED CHECK OVERDRALLOSS OF FUNDS DEFERRED VOUCHERS DEFERED VOUCHERS DEFERRED VOUCHERS DEFERRED VOUCHERS DEFERRED VOUCHERS	LIMITED DEPOSITORY CASH ON HAND (U.S.) CASH ON HAND (U.S.) CASH ON HAND (B. ACCOMODATION (Foreign) (B. OPERATING) PREPOSITIONED TREASURY CHECKS (NEGOTIABLE INSTRUMENTS (U.S.) NEGOTIABLE INSTRUMENTS (Foreign) (IIII) MILITARY PAYMENT CERTIFICATES PAID VOUCHERS FUNDS IN TRANSIT FUNDS WITH SUBAGENTS DEPOSIT TICKETS (not LDA) DISHONORED CHECKS RECEIVABLE CHECK OVERDRAFTS RECEIVABLE LOSS OF FUNDS DEFERRED VOUCHERS	LIMITED DEPOSITORY CASH ON HAND (U.S.) CASH ON HAND (Foreign) D. OPERATING PREPOSITIONED TREASURY CHECKS NEGOTIABLE INSTRUMENTS (U.S.) NEGOTIABLE INSTRUMENTS (Foreign) MILITARY PAYMENT CERTIFICATES PAID VOUCHERS FUNDS IN TRANSIT FUNDS WITH SUBAGENTS DEPOSIT TICKETS (not LDA) DISHONORED CHECKS RECEIVABLE CHECK OVERDRAFTS RECEIVABLE LOSS OF FUNDS DEFERRED VOUCHERS OTHER (Explain)	LIMITED DEPOSITORY CASH ON HAND (U.S.) CASH ON HAND (Foreign) b. OPERATING UNITS RATE PREPOSITIONED TREASURY CHECKS NEGOTIABLE INSTRUMENTS (U.S.) NEGOTIABLE INSTRUMENTS (Foreign) MILITARY PAYMENT CERTIFICATES PAID VOUCHERS FUNDS IN TRANSIT FUNDS WITH SUBAGENTS DEPOSIT TICKETS (not LDA) DISHONORED CHECKS RECEIVABLE CHECK OVERDRAFTS RECEIVABLE LOSS OF FUNDS DEFERRED VOUCHERS OTHER (Explain)	LIMITED DEPOSITIONY LIMITED DEPOSITIONY CASH ON HAND (U.S.) CASH ON HAND (Foreign) D. OPERATING INITS RATE PREPOSITIONED TREASURY CHECKS NEGOTIABLE INSTRUMENTS (U.S.) NEGOTIABLE INSTRUMENTS (U.S.) MILITARY PAYMENT CERTIFICATES PAID VOUCHERS FUNDS IN TRANSIT FUNDS WITH SUBAGENTS DEPOSIT TICKETS (not LDA) DISHONORED CHECKS RECEIVABLE CHECK OVERDRAFTS RECEIVABLE LOSS OF FUNDS DEFERRED VOUCHERS OTHER (Explain)	LIMITED DEPOSITORY UNITS RATE CASH ON HAND (U.S.) CASH ON HAND (U.S.) CASH ON HAND (D.S.) CACCOUNTABLE INSTERMS (D.S.) CASH ON HAND (D.S.) CASH ON HAN







DD 2665 Section II - (34 of 36)

SECT	ION II - DISTRIBU	TION OF AGENT A	ACCOUNTABILI	TY			
a. LIN	E	b. ELEMENT C	F ACCOUNTABILIT	Υ	c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSIT	ORY	UNITS	RATE			
17.	CASH ON HAND (U	J.S.)		100,440.00	100,440.00	0.00	
18.	CASH ON HAND	a. ACCOMODATION	UNITS 2,500,000	RATE 100	25,000	25,000	0.00
	(Foreign)	b. OPERATING	UNITS	RATE			
19.	PREPOSITIONED 1	REASURY CHECKS					
20.	NEGOTIABLE INST	TRUMENTS (U.S.)		735.00	735.00	0.00	
21.	NEGOTIABLE INST (Foreign)	TRUMENTS	UNITS	RATE			
22.	MILITARY PAYMEN	NT CERTIFICATES					
23.	PAID VOUCHERS				20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSI	Т			Not.		
25.	FUNDS WITH SUB	AGENTS		2 -2 -2 1	licable to		
26.	DEPOSIT TICKETS	(not LDA)		ahhi	icable to		
27.	DISHONORED CHE	CKS RECEIVABLE		C_{i}			
28.	CHECK OVERDRA	FTS RECEIVABLE					
29.	LOSS OF FUNDS						
30.	DEFERRED VOUC	HERS					
31.	OTHER (Explain)						
32.	TOTAL AGENT AC	COUNTABILITY			146,175.00	146,175.00	0.00







DD 2665 Section II - (35 of 36)

a. LIN	E	b. ELEMENT OF ACCOUNTABILITY				OUNTABILITY ORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS	
16.	LIMITED DEPOSITORY UNITS RATE								
17.	CASH ON HAND (L	J.S.)			100,440.00	100,440.00		0.00	
18.	CASH ON HAND	a. Accomodation	UNITS 2,500,000	RATE 100		25,000	25,000		0.00
	(Foreign)	b. OPERATING	UNITS	RATE					
19.	PREPOSITIONED	EPOSITIONED TREASURY CHECKS							
20.	NEGOTIABLE INST	TRUMENTS (U.S.)				735.00	735.00		0.00
21.	NEGOTIABLE INST (Foreign)	TRUMENTS	UNITS	RATE					
22.	MILITARY PAYME	NT CERTIFICATES							
23.	PAID VOUCHERS					20,000.00	20,000.00		0.00
24.	FUNDS IN TRANSI	T	otal mi	ıst egual	to				
25.	FUNDS WITH SUB	AGENTS							
26.	DEPOSIT TICKETS		OCK 15	c or sect	1011				
27.	DISHONORED CH	ECKS RECEIVABLE		1					
28.	CHECK OVERDRA	FTS RECEIVABLE							
29.	LOSS OF FUNDS	LOSS OF FUNDS							
30.	DEFERRED VOUC	HERS							
31.	OTHER (Explain)							'/	$\overline{}$
32.	TOTAL AGENT AC	COUNTABILITY				146,175.00	146,175.00		0.00

This must also equal the Ending Balance on the DD 1081





DD 2665 Section III - (36 of 36)

a. LIN	IE b. LOCATION	c. CASH (Foreign Units)		e. Prepositioned Checks	e. Military Payment Certificates	g. OTHER
33.	AGENT					
34.	DEPUTY AGENT		Accounta	bility		
35.	CASHIER					
36.	OTHER (Specify)		DA / Cas	shier		
37.	TOTALS		Accounta	bility		
	AME OF AGENT (Type or Print) IN SMITH, PFC		3. ADDRESS OF AGE		NT	
4. SIC	GNATURE OF AGENT			·		

DD Form 2665, AUG 93

REPLACES DA FORM 3924, AUG 87, NAVCOMPT FORM 379, DEC 65, AND AF FORM 1372, AUG 81, WHICH ARE OBSOLETE

USAPPCV1.00

Name of Agent

Signature of Agent

Location







NEXT BUSINESS DAY Start all over again



CHECK ON LEARNING



What is the purpose of the DD 1081?

record advances and returns to the principal.

What is the purpose of the DD 2665?

It is a breakdown of all transactions that affected the agent's accountability throughout the business day.

Who is required to complete the DD 2665 and how often must it be done?

hiers, Paying Agents, and DAs. Daily, when business is con-

What must be the Beginning Balance on the DD

The Beginning Balance of the DD 2665 and the ending balance of the previous DD 1081.



CHECK ON LEARNING



During a return to the DA, what should the beginning balance + collections - disbursements = ?

Remaining Cash on Hand.

If a cashier suspects a possible loss of funds, what actions should he/she take?

Notify the Disbursing Agent and cease operations until the cause of the loss is determined.





PRACTICAL EXERCISE PREVIEW



QUESTIONS? CONCERNS?